<div align="center">

FIRE NAME
INCIDENT MANAGEMENT TEAM BRIEFING AGENDA

DATE
LOCATION
TIME

</div>

WELCOME AND INTRODUCTIONS _____, Fire Agency Administrator
_____, Fire Management Officer
_____, Command and General Staff

FIRE UPDATE: _____, Fire Management Officer

- o Briefing checklist
- o Package attachments

DISPATCH AND CACHE: _____, NUIFC Representative

- o Dispatch and expanded procedures
- o Ordering procedures

LEADERS INTENT: _____, Fire Agency Administrator

- o Clear guidance and direction
- o Delegation of Authority
- o Validation of scheduled meeting times
- o Closing comments

OPEN PERIOD FOR QUESTIONS All

DEPARTMENT OF AGRICULTURE
U.S. FOREST SERVICE
UINTA-WASATCH-CACHE NATIONAL FOREST

DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
WEST DESERT DISTRICT OFFICE

STATE OF UTAH
DIVISION OF FORESTRY, FIRE, AND STATE LANDS
_____AREA OFFICE

DEPARTMENT OF INTERIOR
U.S. FISH AND WILDLIFE SERVICE
BEAR RIVER REFUGE

INCIDENT MANAGEMENT TEAM
BRIEFING PACKAGE

NORTHERN UTAH
2014

FIRE NAME: _____
INCIDENT WILDCAD NUMBER: _____
INCIDENT NUMBER: _____
FIRE CODE: _____

TABLE OF CONTENTS

BRIEFING CHECKLIST FOR INCOMING INCIDENT MANAGEMENT TEAM

1. CURRENT FIRE SITUATION
   - Approximate Size and amount Contained: _____
   - Start Date/Time & Cause: _____
   - Location: _____
   - Fuels & Topography: _____
   - Fire Behavior/Considerations: _____
   - Weather Forecast: _____
   - Safety Hazards/Concerns: _____
   - Utility Corridors: _____
   - Initial Attack Incident Commander: _____
   - Air Operations
     - Effectiveness: _____
     - Hazards: _____
     - Air Space Restrictions: _____
     - Retardant Avoidance Areas: _____

   - Resources <u>currently</u> on the fire
     - Overhead: _____
     - Crews: _____
     - Engines: _____
     - Aircraft: _____
     - Logistics: _____
     - Other: _____

2. WHAT PERSONNEL AND EQUIPMENT ARE ON ORDER? _____

3. DOES THE LOCAL UNIT OR INTERAGENCY PARTNERS HAVE ANY TRAINEES TO ASSIGN TO THE FIRE? _____

4. DO LOCAL PERSONNEL/RESOURCES ON THE FIRE NEED TO BE RELEASED AS SOON AS POSSIBLE? _____

5. ANY SPECIAL CONTROL SITUATIONS? _____

6. WHAT IS THREATENED BY THE FIRE (Life, Improvements, and Resources)? _____

7. WHO WILL BE THE RESOURCE ADVISOR(S)? _____

8. PRESENT SITE OF ICP/FIRE CAMP/STAGING AREAS (Pre-attack Plans If Available)? _____

9. WHAT IS THE MAXIMUM CAPACITY OF PRESENT CAMP SITES? _____

10. WHAT COMMUNICATIONS ARE BEING USED ON THE INCIDENT?
    - Command Freq: _____
    - Tactical Freq: _____
    - SOA: _____
    - Air–to–Ground: _____

- Phone numbers to ICP: _____
- Phone number to IC: _____

11. WHAT IS THE ACCESSIBILITY TO THE FIRE AND WHAT ARE THE TRANSPORTATION OPTIONS? _____

12. FIRE SITUATION ELSEWHERE:

- Northern Utah: _____
- Great Basin: _____
- National: _____

13. ARE THERE ANY INITIAL ATTACK RESPONSIBILITIES DELEGATED TO THE TEAM? IF SO, DESCRIBE: _____
   - Refer to the electronic version of the Northern Utah Interagency Incident Organizer at: http://gacc.nifc.gov/egbc/dispatch/ut-nuc/management/nuifc.html

14. WHAT EQUIPMENT/RESOURCES ARE AVAILABLE LOCALLY? _____

15. IS A TFR (Temporary Flight Restriction), FAR 91.137, IN PLACE OR DOES ONE NEED TO BE ORDERED? _____

16. ARE THERE ANY RESTRICTIONS ON THE USE OF ANY TYPE EQUIPMENT? _____

17. WHO WILL HANDLE GROUND TRAFFIC CONTROL IF NECESSARY? _____

18. WHO WILL BE THE INCIDENT BUSINESS ADVISOR? _____

19. ARE ANY COOPERATING/ASSISTING AGENCIES? IF SO, WHO ARE THE LIAISON OFFICERS, IF NEEDED? _____

20. ARE THERE ANY COOPERATIVE OR PRIVATE LAND AGREEMENTS INVOLVED? DESCRIBE: _____

21. DAMAGE ASSESSMENT NEEDS: _____

22. ANY SOCIO/POLITICAL IMPLICATIONS INVOLVED AND IF SO WHAT? _____

23. PIO INTERFACE WITH LOCAL UNIT: _____

24. IS THERE ANY RESTRICTIONS CONCERNING THE TRANSPORTATION OF NEWS MEDIA? _____

25. ANY OTHER ITEMS INCIDENT COMMANDER SHOULD BE AWARE OF? _____

Attachment A

WILDLAND FIRE DECISION SUPPORT SYSTEM

<mark>ATTACH CURRENT WFDSS DOCUMENT HERE</mark>

Risk Management Framework
US Forest Service
2014

Sound decision making relies on identifying reasonable objectives for protection of critical values at risk, while considering the amount and quality of exposure to firefighters and the likelihood of success. The Forest Service is committed to using a risk management framework that is comprised of three (3) key elements:

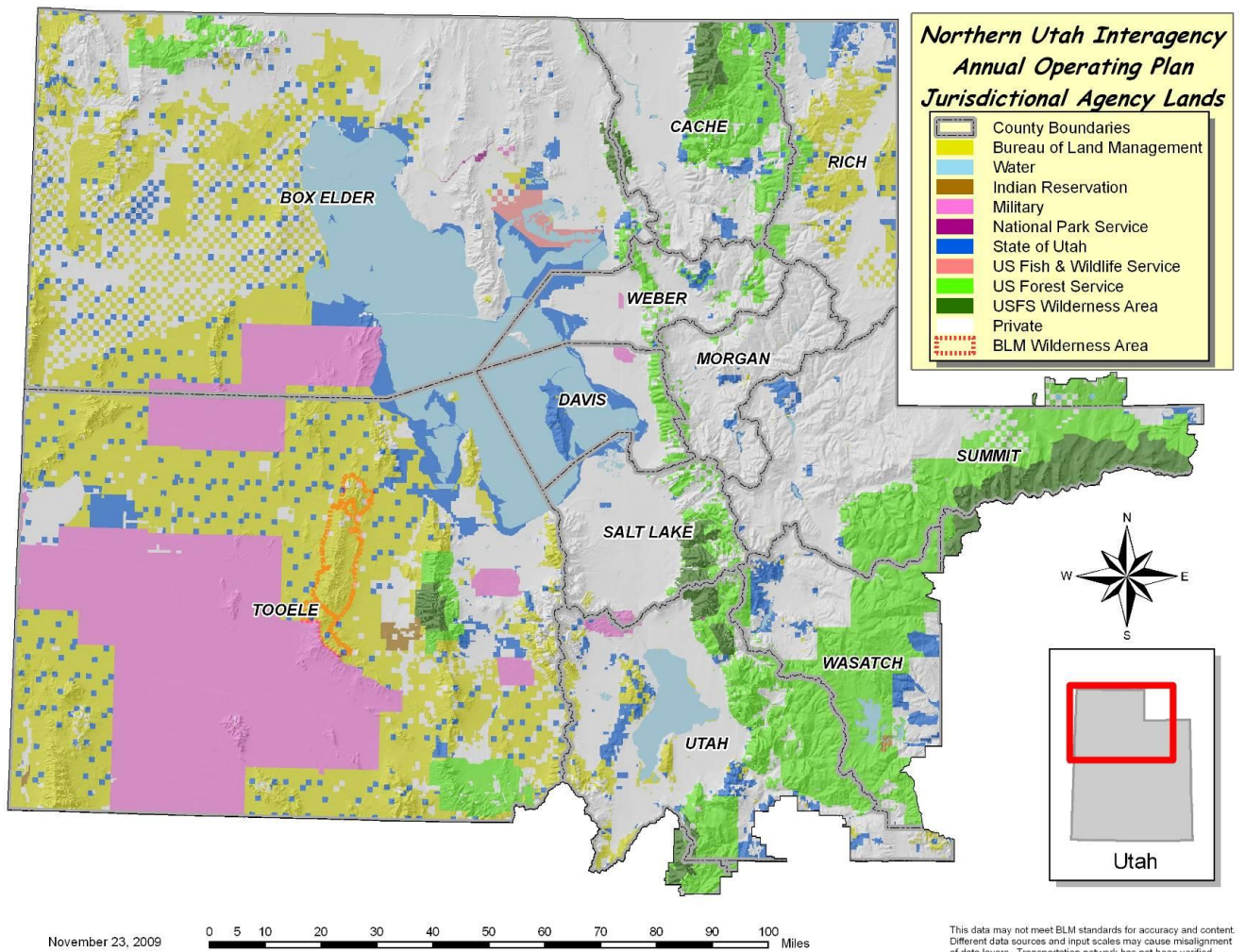Pre-season preparedness work is critical to success when a fire starts.
• Build capacity of our decision makers and their key stakeholders to manage the uncertainty and inherent risks of fires.
• Complete landscape level risk assessments by developing a common understanding of what are the values to be protected and can be summed up best by answering these questions; 'What is important?', 'Why is it important?', 'How important is it?', and 'What are the consequences?'
• Complete a risk analysis, in concert with key stakeholders and partner agencies, to predetermine the range of acceptable response strategies for protecting the identified values at risk while balancing firefighter and public exposure.

During incident phase focuses on a Seven (7) Step Risk Management Process:
1. Complete an incident Risk Assessment
    • Develop an assessment of what is at risk (from preseason work or input from key stakeholders), and the associated probabilities and potential consequences.
2. Complete a Risk Analysis
    • Consider alternatives (objectives, strategies and tactics) against desired outcomes, exposure to responders, probability of success and values to be protected.
3. Complete Two-Way Risk Communications
    • Engage community leaders, local government officials, partners, and other key stakeholders of the incident to share the risk picture and enlist input.
4. Conduct Risk Sharing Dialogue
    • Engage appropriate senior line officers and political appointees (as necessary) regarding the potential decision aimed at obtaining understanding, acceptance, and support for the alternatives and likely decision.
5. Make the Risk Informed Decision
6. Document the risk: assessment, analysis, communication, sharing and decision in WFDSS
7. Continue Monitoring and Adjusting as necessary or as conditions change.

2014 Interagency Standards for Fire and Fire Aviation Operations
Chapter 5: USFS Program Organization and Responsibilities, 05-11

Attachment B

Northern Utah Interagency Annual Operating Plan Jurisdictional Agency Lands

	County Boundaries
	Bureau of Land Management
	Water
	Indian Reservation
	Military
	National Park Service
	State of Utah
	US Fish & Wildlife Service
	US Forest Service
	USFS Wilderness Area
	Private
	BLM Wilderness Area

November 23, 2009

This data may not meet BLM standards for accuracy and content. Different data sources and input scales may cause misalignment of data layers. Transportation network has not been verified.

ATTACH CURRENT MAPS HERE (including fire perimeter, ownership, aviation flight hazard, sensitive area, etc)

Attachment C

DELEGATION OF AUTHORITY

ATTACH CURRENT DELEGATION OF AUTHORITY HERE

Attachment D

CURRENT GENERAL AND/OR SPOT WEATHER FORECASTS, RAWS LOCATIONS, POCKET CARDS, AND LOCAL ERC/BI Charts

http://fam.nwcg.gov/fam-web/pocketcards/pocketcards.htm#
http://gacc.nifc.gov/egbc/dispatch/ut-nuc/management/nuifc.html
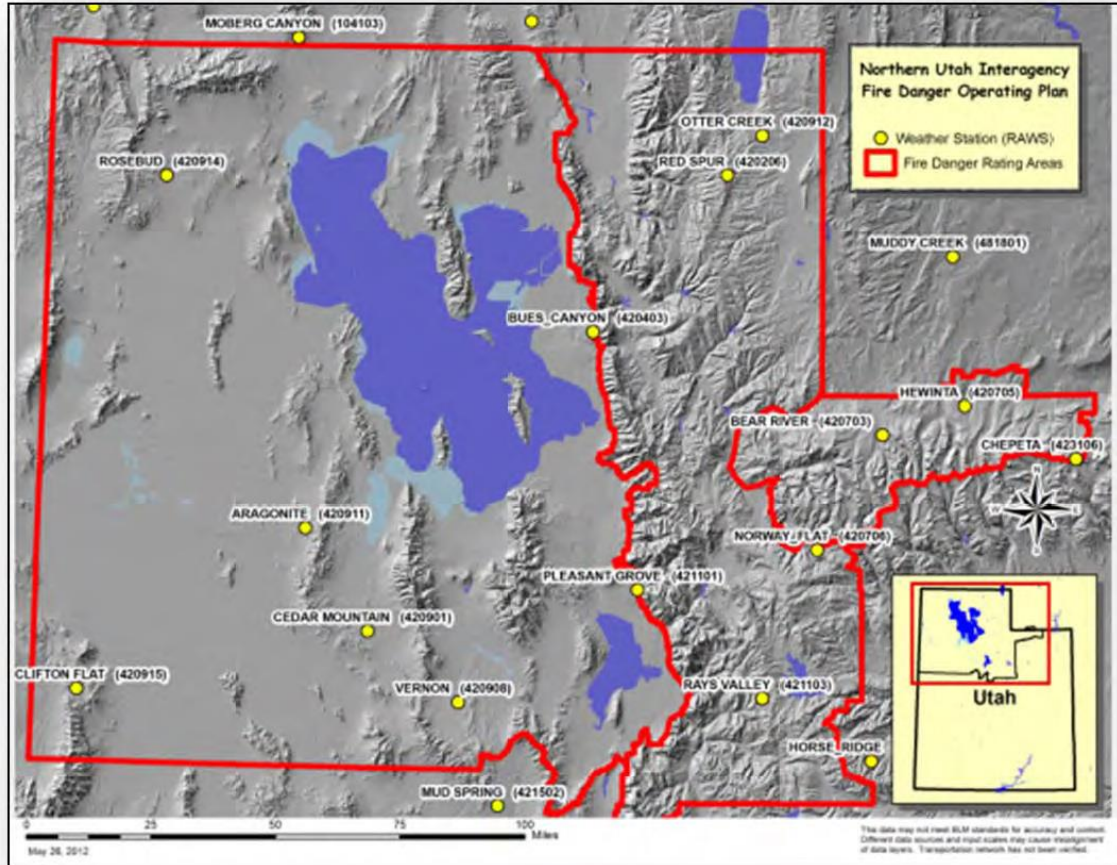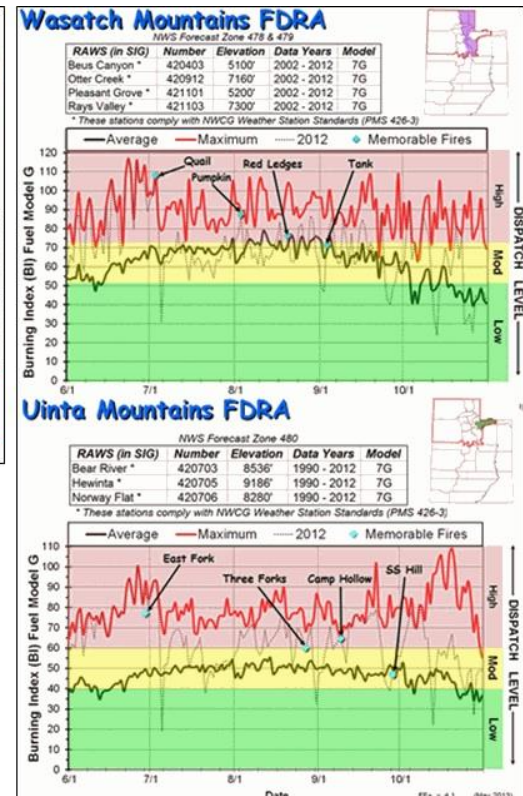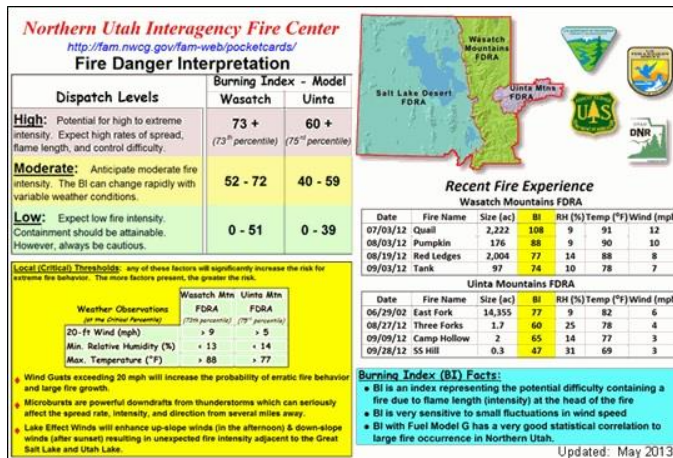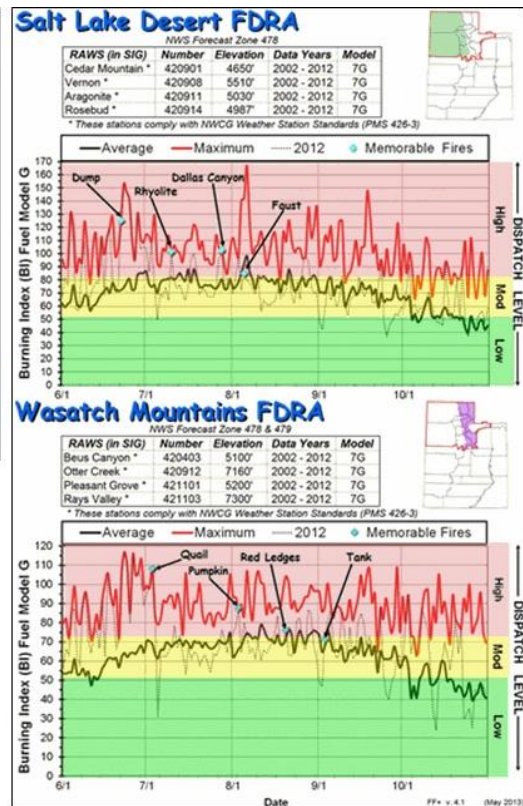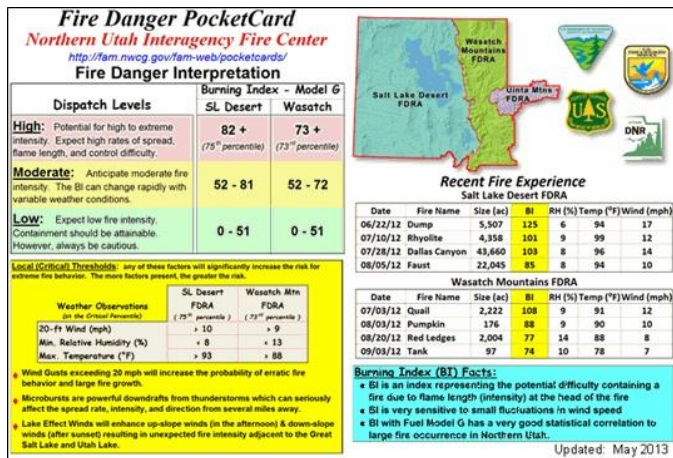
http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=slc
http://www.wrh.noaa.gov/firewx/?wfo=slc
http://gacc.nifc.gov/egbc/predictive/ffp_charts/ffp-erc.html (EB-07, EB-08 and EB-09)
http://gacc.nifc.gov/egbc/predictive/ffp_charts/ffp-1000.html (EB-07, EB-08 and EB-09)

ATTACH CURRENT SPOT FORECAST, GENERAL WEATHER, AND ERC CHARTS HERE

Attachment E

ICS-209 INCIDENT STATUS SUMMARY

Attach current ICS-209 here.

Attachment F

NORTHERN UTAH RADIO FREQUENCIES

Northern Utah Interagency Fire Center
Radio Repeater Locations

Repeater Locations
△ BLM (SLFO)
△ USFS (Uinta N.F.)
▲ USFS (Wasatch-Cache N.F.)

WINDY PEAK (BLM)
R-164.1000 T-163.0250 CG-123.0

LOGAN PK (BLM & FS)
R-164.1000 T-163.0250 CG-146.2 (BLM)
R-168.1250 T-164.1250 CG-167.9 (USFS)

RED SPUR (BLM)
R-164.1000 T-163.0250 CG-131.8

FT. BRIDGER (FS)
R-168.1250 T-164.1250 CG-146.2

MEDICINE BUTTE (FS)
R-168.7250 T-164.9375 CG-136.5

LITTLE MOUNTAIN (FS)
R-168.7250 T-164.9375 CG-156.7

MOUNT OGDEN (FS)
R-168.1250 T-164.1250 CG-156.7

ELIZABETH PEAK (FS)
R-168.1250 T-164.1250 CG-136.5

W. POISON MTN (FS)
R-168.7250 T-164.9375 CG-146.2

DELLE (BLM)
R-164.1000 T-163.0250 CG-136.5

FAIRMONT (FS)
R-168.1250 T-164.1250 CG-110.9

SCOTT'S PEAK (FS)
R-168.7250 T-164.9375 CG-110.9

BALD MOUNTAIN (FS)
R-168.1250 T-164.1250 CG-131.8

CLAYTON (FS)
R-172.4000 T-168.7500 CG-110.9 (Net 1)
R-172.3750 T-168.6750 CG-110.9 (Net 2)

SOAPSTONE (FS)
R-172.3750 T-168.6750 CG-103.5

CURRANT CRK (FS)
R-172.3750 T-168.6750 CG-136.5

LAKE MTN (BLM & FS)
R-164.1000 T-163.0250 CG-156.7 (BLM)
R-172.4000 T-168.7500 CG-123.0 (USFS - Net 1)
R-172.3750 T-168.6750 CG-123.0 (USFS - Net 2)

STRAWBERRY PK (FS)
R-172.4000 T-168.7500 CG-167.9 (Net 1)
R-172.3750 T-168.6750 CG-167.9 (Net 2)

BLACK CROOK (BLM)
R-164.1000 T-163.0250 CG-110.9 (BLM)
VERNON (FS)
R-172.4000 T-168.7500 CG-146.2 (USFS)

TEAT MTN (FS)
R-172.4000 T-168.7500 CG-131.8

NUIFC INITIAL ATTACK FREQUENCY PLAN

The following frequencies are assigned by NUIFC for initial attack fires within the dispatch area. Although 800 MHz systems are being used within the NUIFC area, they are not assigned by NUIFC and will not be used for interagency tactical or command frequencies. All 2014 frequencies are Narrowband.

IDENTIIFIER	AGENCY	RX	TX	Tone
State Fire Marshall	NUIFC	154.2800	154.2800	N/A
Tac 1	NUIFC	166.2375	166.2375	N/A
Tac 2	NUIFC	166.9625	166.9625	N/A
Tac 3	NUIFC	169.3625	169.3625	N/A
Tac 4	NUIFC	156.0675	156.0675	N/A
Tac 5	NUIFC	168.1750	168.1750	N/A
Tac 6	NUIFC	169.0750	169.0750	N/A
Air-to-Ground 1	NUIFC	154.3100	154.3100	N/A
Air-to-Ground 57	NUIFC	168.7250	168.7250	N/A
Air-to-Ground (Local Flight Following)	NUIFC	168.500	168.500	N/A
Portable Repeater/Relay (SOA 1)	NUIFC	168.7750	164.9125	N/A

NAME	AGENCY	RX	TX	TX TONE
Delle	UT-WDD	170.5125	163.0250	136.5
Hansel	UT-WDD	170.5125	163.0250	123.0
Deep Creek	UT-WDD	170.5125	163.0250	167.9
Lynn	UT-WDD	170.5125	163.0250	103.5
Pilot Peak	UT-WDD	170.5125	163.0250	146.2
Black Crook	UT-WDD	173.6750	164.7750	110.9
West Mountain	UT-WDD	173.6750	164.7750	156.7
Logan Peak	UT-WDD	173.6750	164.7750	146.2
Red Spur	UT-WDD	173.6750	164.7750	131.8
Mt. Ogden N1	UT-UWF	169.9500	164.1250	110.9
Little Mtn N1	UT-UWF	169.9500	164.1250	123.0
Red Spur N1	UT-UWF	169.9500	164.1250	131.8
Monte Cristo N1	UT-UWF	169.9500	164.1250	136.5
Logan Peak N1	UT-UWF	169.9500	164.1250	146.2
Beaver Mtn N1	UT-UWF	169.9500	164.1250	156.7
Newton Hill N1	UT-UWF	169.9500	164.1250	167.9
Fairmont Peak N2	UT-UWF	173.7750	164.9375	110.9
Mill Creek Cyn N2	UT-UWF	173.7750	164.9375	123.0
Scotts Peak N2	UT-UWF	173.7750	164.9375	131.8
Shepard Peak N2	UT-UWF	173.7750	164.9375	136.5
China Ridge N2	UT-UWF	173.7750	164.9375	146.2
Poison Mtn N2	UT-UWF	173.7750	164.9375	156.7
Medicine Butte N2	UT-UWF	173.7750	164.9375	167.9
Elizabeth Peak N2	UT-UWF	173.7750	164.9375	103.5
Scotts Peak N3	UT-UWF	172.4000	164.8250	110.9
Humpy Peak N3	UT-UWF	172.4000	164.8250	123.0
Bald Mtn N3	UT-UWF	172.4000	164.8250	131.8
Soapstone N3	UT-UWF	172.4000	164.8250	136.5
Currant Creek N3	UT-UWF	172.4000	164.8250	146.2
Strawberry Ridge N3	UT-UWF	172.4000	164.8250	156.7
Clayton Peak N4	UT-UWF	172.3750	164.8750	110.9
American Fork N4	UT-UWF	172.3750	164.8750	123.0
Lake Mtn N4	UT-UWF	172.3750	164.8750	131.8
Teat Mtn N4	UT-UWF	172.3750	164.8750	136.5
Ford Ridge N4	UT-UWF	172.3750	164.8750	146.2
Horseshoe Flat N4	UT-UWF	172.3750	164.8750	156.7
Vernon N4	UT-UWF	172.3750	164.8750	167.9
State Lake Mtn.	UT-NWS	151.3700	159.4050	151.4
State Logan Peak	UT-NWS	151.2350	159.4200	151.4
State Hidden Peak	UT-NWS	151.1450	159.3000	151.4
UHP Statewide	UT-NWS	155.5050	155.5050	162.2

Attachment G

INCIDENT BUSINESS ADMINISTRATION PLAN

For

NORTHERN UTAH INTERAGENCY FIRE CENTER

Uinta-Wasatch-Cache National Forest
Bureau of Land Management
West Desert District Office
State of Utah DFFSL

Enclosed are the Interagency Operating Guidelines for Incident Business Administration (IBA) activities for the Uinta-Wasatch-Cache National Forest, West Desert District Office Bureau of Land Management and State of Utah, Division of Forestry Fire and State Lands. These guidelines are provided to support Incident Management Team operations and to provide consistency in incident business management operations throughout the units. Deviations from these guidelines will be negotiated with the Incident Business Advisor (IBA) or Agency Administrator prior to use of a different procedure or guideline.

Incident Business Advisor (IBA)

Delegation of Authority: The following personnel or assigned IBA/s are the delegated Incident Business Advisors for their organizations:

Agency	Name	Work Phone #
BLM- West Desert District:		
Uinta-Wasatch-Cache NF:		
State of Utah- DFFSL:		

During the above primary IBA absence, an alternate may be delegated Incident Business Advisor responsibilities. The following may be considered:

Name	Position	Work Phone # #	Cell Phone

An IBA must be assigned to any wildfire with costs of $5 million or more. The complexity of the incident and the potential costs should be considered when assigning either an IBA1 or IBA2. If a qualified IBA is not available, the AA will appoint a financial advisor to monitor expenditures. Other considerations for ordering an IBA are:

- No qualified personnel on the unit
- Incident business complexity exceeds qualification level on unit personnel
- Unit personnel's regular duties preclude involvement as the IBA to the extent needed
- Multi-agency involvement (local, county, state, Federal, National Guard, U.S. Military, Tribal Government, and FEMA)
- Anticipation of complex incident business management (aircraft, cost share agreements, military equipment, buying teams, payment teams)
- Multiple incidents on Incident Management Teams on the Unit
- Impact on unit is anticipated to be of long duration
- Politically sensitive incident

In the absence of an IBA, the AA is responsible for coordinating incident business responsibilities on their unit.

An off-unit Incident Business Advisor may be called in to assist during periods of excessive fire activity.

In-Briefing

The Incident Business Advisor (IBA) and/or Agency Representatives will participate in the team briefing of each assigned Incident Management Team (IMT). The IBA and Agency Representatives will meet with the Incident Management Finance Section at the beginning of an incident to discuss expectations and local protocol.

The final Incident Finance Package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook.

Responsibilities

The focus of the Incident Business Advisor is as a liaison between the hosting agency and the Incident Management Team. She/he will make visits to any established incident command post, R&R facilities, staging areas, expanded dispatch, burying unit centers, and other incident support centers to facilitate communication and successful incident business practices. Most visits will be prearranged with the perspective personnel at each site. Technical specialists will accompany the Incident Business Advisor to assist in specific areas of concern. For example, the Budget and Finance Officer and/or Acquisition personnel would attend a visit concerned with equipment rental agreement payments.

The Incident Business Advisor will provide all incident support activities with the telephone number(s) to ensure 24-hour service for any business management assistance.

ISuite Repository Requirements

IMTs are required to upload the I-Suite database at the end of their assignment. IMTs will inform the incident agency whether that upload was an interim or final upload to the repository. If it was an interim upload, the incident agency will be responsible for the final upload and the IMT may need to review those procedures with an incident agency representative. A CD copy of the data base should be given to the host unit at the incident closeout and included in the Final Incident Package. All usernames/passwords necessary to access the database should also be provided to the host unit. If time allows, the IMT will assist the host unit in loading the database and accessing the database on a local computer to ensure the file has not been corrupted and that usernames/passwords work correctly. At least two backups to the database should also be given to the incident agency. The IMT will not retain any of the I-Suite information.

Organization and Communications

Names of the individuals responsible for the counterpart activities on the incident are to be provided to the Incident Business Advisor for Contact purposes.

As a minimum, the Finance/Administration Section Chief (FSC) and Incident Business Advisor will establish a set time for daily communications for information exchange and to report current progress of incident business management operations.

Note: It is recommended that, upon demobilization from an incident, the FSC will leave contact information with the Incident Business Advisor to ensure that follow-up can be made if questions arise during transition or in regard to payments processed by the Finance Section.

The Procurement Unit Leader (PROC) should communicate with the Supply Unit Leader and the Buying Team Leader throughout the incident. The open flow of communication between these parties will facilitate acquisition needs, as well as property tracking.

Procurement

Upon arrival on the incident, the Finance Section will be given an Incident Service and Supply Plan.

Included in this Plan are:

 __Local Geographic Area Supplement
 __Acquisition Organization
 __Emergency Services
 __Copy of Emergency Equipment Rental Agreements (EERA/s*-Incident Only)
 __Land use Agreements
 __Blanket Purchase Agreements
 __Available Local Open-Market Sources
 __Local Interagency Agreements and Annual Operating Plans
 __CNIDC Procedures
 __Supply/Service Vendors

*Copies of the individual emergency rental agreements can be obtained from Acquisition after it is determined what agreements are being used on a specific incident.

Note: The Incident Management Teams will coordinate with the appropriate agency Administrative Officer prior to signing up parcels of land or facility use agreements.

Many of the normal restrictions on purchasing supplies and services apply when buying for incident operations. Some exceptions exist, such as commissary items and items in lieu of per-diem necessary for operating an incident camp. Procurement personnel will consult with the Incident Business Advisor before purchasing items of questionable nature or questionable quantities.

Meal and Motel tickets will be used and must be signed by both the procurement official and the individual(s) issued to with all the restrictions applied.

Buying Unit Procedures

When a Type I or II Incident Management Team is assigned to the area, a Buying Unit Team will be ordered.

When a Geographic Area Buying Unit is assigned, the operating procedures described in the National Interagency Buying Team Guide will be followed, along with any applicable Geographical Area supplements.

The Incident Business Advisor and/or appropriate official will consult with the Incident Management Team/expanded dispatch to decide when to release a Buying Team.

Buying Team Leader should visit the incident administrative sites and establish open lines of communication with the incident supply unit and the incident procurement unit leader. Establish a direct ordering system between the supply unit and the buying team to expedite procurement resource orders. On those incidents where a direct ordering system is not practical, orders should be processed through expanded dispatch. Items available through the national cache system should be ordered through established channels.

Restricted Supplies/Items

a.) Alcoholic beverages of any type
b.) Pillows or sleeping bags (other than regular fire cache type)
c.) Plants or flowers
d.) Improvements to General Services Administration (GSA) or agency fleet vehicles unless needed for suppression activities.
e.) Tires or mounted storage boxes for agency fleet vehicles or rentals (unless damaged during incident operations).
f.) Rental of motor-homes or recreation/camping type trailers
g.) Extravagant or specialty foods. See Appendix B for approved list of

Supplemental food items.

h.) Barbers will only be provided for the military per their agreement.

i.) Recreational items and Fees for the use of recreational facilities (i.e. hot springs.)

j.) Specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies/ incident/ day. Only local/state and USA Today will be purchased. (Note: Contract commissary may provide some of these items.)

k.) Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos. (Note: Contract commissary may provide these items with permission of IC.)

l.) When an incident camp is activated, overhead (and other personnel) assigned to that incident are expected to overnight at the camp NOT motel/hotel or other commercial rooms. (Exceptions may be required under Union agreements or for those scheduled for night operations).

m.) All lodging needs prior approval from the IBA or Agency Administrator.

n.) Orchestra, bands, or other paid entertainment.

o.) EpiPens are the responsibility of each individual and should be issued as a personal prescription.

p.) Massage or other therapist services.

q.) Awards and/or gifts of appreciation.

r.) Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or IBA.

> ALL equipment and personal property purchased will be transferred to the fire cache and will be retained on or by the Districts. Rental of equipment, with owner's concurrence, may have a lease purchase clause inserted in the procurement document.

May be purchased or rented, but with the following limitations.

a.) Chairs – keep orders to a minimum (order through the Northern Utah Interagency Fire Cache system, or rent from local entities).

b.) Office trailers only – Not for sleeping purposes. (Must have prior approval of the IBA or AO before ordering).

c.) Cots other than ordered through the cache system must be justified and approved in writing by the Incident Commander for health and safety reasons and transferred to the cache system at end of incident.

d.) ADP equipment, above the standard order, must be approved by the Agency Computer Specialist.

e.) Telecommunication equipment, above the standard order, must be approved by the Agency Telecommunications Specialist.

f.) Combined lease cost of an item should not exceed purchase price.

g.) Any capitalized equipment purchased on an incident shall remain locally and utilized as a shared resource.

h.) Rental cars may not be leased or rented without prior IBA authorization and a resource order number. The Agency Administrator has authority to limit the number of rental cars.

i.) If an individual has a cellular phone with them from their home unit, approval for the use of the phone during the assignment must be received from the incident agency in order for the cost of the telephone to be billed back to the incident. A resource order number should be issued for documentation and approval, and a copy attached to any billings submitted for reimbursement. Reimbursement will not occur without the proper documentation.

NOTE: Exceptions to this policy will be approved by the Agency Administrator, Administrative Officer, or assigned Incident Business Advisor.

Logistics Unit in conjunction with the BUYT will ensure the local unit is aware of any property item procured for tracking purposes.

The following items will be tracked with an AD-107/DI-105:

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	Personal Digital Assistants
Handheld Radios	Printers (purchase only)
Fax Machines (purchase only)	Scanners (purchase only)
Golf Carts	Copy Machines (purchase only)
ATVs/UTVs	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable property should be procured by local agency personnel whenever possible and must have a resource/supply order.

Refer to the list of items restricted from purchasing, or limited in some manner, during the incident operations. Assigned supply unit leaders and/or buying teams will refer to this list when purchasing supplies and services for incident operations.

The following items have been approved by the Northern Utah Interagency Operations Group for purchase as supplemental food items on incidents:

- Bottled water, juices, 'ade' type drinks, and ordered as recommend in "Feeding the Wildland Firefighter"
- Individual packages of nuts (peanuts)
- Juices, 'Ade' type drinks
- Fruits in season
- Granola type bars, candy bars/power bars
- Individual packages of Trail Mix

Orders must be generic, do not order brand names.

Prior to ordering or procurement of any item not listed above, approval must be obtained in writing from the Incident Business Advisor.

Contract Claims:

The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to, and reviewed, by the responsible incident agency procurement official.

Property Management

All agencies expect the Incident Management Team to place a high priority on property management. Included in this expectation is the need for the Logistics Section to review property issuance (including gas/oil/fleet/etc.), sign out, and return procedures to ensure proper accountability. The buying team leader should assume responsibility for coordinating with the incident on property tracking. Buying teams are responsible for ensuring that accountable/sensitive property, which they have purchased, is tracked and the information is given to agency administrators for record keeping purposes.

Respective agencies will conduct post audits of National Interagency Fire Center (NIFC) supplied items using the Office of Inspector General (OIG) report as its basis. During the winter, this review will be made and the Incident Command (IC) will be asked to explain discrepancies between the OIG report and their performance. In addition, a review will be made of all durable items that are personal in nature. Those items not accounted for will be sent to the IMT/s home unit for resolution within 60-days.

During the demobilization process, agency specific forms (i.e. Forest Service AD-112) will be processed when the items are not returned to supply. The employee's supervisors will always sign these forms.

Unless directed by the Cache Manager to return property back to the Fire Cache; all cache items will be demobilized back to Northern Utah Fire Cache for rehab and refurbishment utilizing a Cache Demobe Specialist (CDSP). The local Fire Caches do not have the ability to refurbish most NEFS supplies.

If vendors assigned to the incident do not return property items, a system will be incorporated to ensure the value of missing items is deducted from the payment invoices.

Any incident-funded sensitive property purchases must be approved by the IBA and or Administrative Officer (AO) or Agency Administrator (AA) prior to submitting the request to the buying team for procurement.

Any capitalized/sensitive equipment purchased on an incident, which encompasses more than one agency, shall remain locally and utilized as a shared resource.

Logistics Unit in conjunction with the BUYT will ensure the local unit is aware of any property item procured for tracking purposes.

The following items will be tracked with an AD-107/DI-105:

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	Personal Digital Assistants

Handheld Radios	Printers (purchase only)
Fax Machines (purchase only)	Scanners (purchase only)
Golf Carts	Copy Machines (purchase only)
ATVs/UTVs	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable property should be procured by local agency personnel whenever possible and must have a resource/supply order.

All property treated as replacement will be so described on Agency specific forms, Waybills, or left on the incident for rehab or mop up (manifest to the incident unit). All property left on the unit at the close of the incident will be properly transferred on the Agency's form.

Incident replacements should follow direction in Chapter 30 of the IIBMH. Only an assigned IBA or the AA can authorize replacement of non-expendable or non-standard cache items. The incident agency may require that damaged property be turned in before replacement or a replacement authorization is issued. Items being replaced due to normal wear and tear should not be replaced with incident funds.

Ordinary Wear and Tear is defined as: Conditions under which equipment and/or supplies are subjected to under normal operations.

No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Equipment Hire

Agencies have made a major effort to establish pre-season National Template contracts in their zones of influence, under a competitive bid process. Unless the Resource Ordering system is unable to procure the needed equipment within a reasonable timeframe, and prior approval is obtained from the IBA, the IMT will not sign up any non-competitive equipment that shows up at fire camp (for example, "fire chasers").

Contracted resources awarded under the National competitive solicitation process shall be mobilized using established dispatch procedures before "at-incident" agreements are issued on Federal fires.

If the IMT determines that they need the equipment because it is already on the fire and it meets their needs, an order will be placed with the expanded dispatch with a notation it is already on the fire and is outside the zone of influence. The PROC or the Buying Team will complete the order for equipment utilizing the Rocky Mountain/Great Basin equipment contractor's priority dispatch list, do the inspection, and bring the shift tickets up to date. Immediately after completing the paperwork, the IMT will send the completed shift tickets to the designated person who will forward a copy to the appropriate paying group for processing.

Rental Vehicles

Vehicle rentals are not authorized unless specified on a resource order and needed for incident operations. Unless a rental car is specifically authorized, personnel without a government owned vehicle will be transported through ground support. Incident Management Teams are expected to keep the number of rental vehicles to a minimum.

Individuals renting vehicles through the government travel process should be the exception, not the rule and will remain the responsibility of the individual. In order to ensure travel reimbursement for rental vehicles, the individual traveler is required to have the approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental vehicles procured on a Government Travel Card can NOT be transferred to a Buying Team member, PROC, or any other member of the host unit. A vehicle rented at a commercial facility on an employee's travel card will be the sole responsibly of the employee who initially rented it, to ensure it is returned to the vendor, and payment in full is posted to the employees travel card.

Commissary

Due to the need for efficiency and cost effectiveness, contract commissary operations should be used whenever available. The government commissary process may also be used on a case-by-case basis if individuals need emergency replacement, such as prescriptions or required personal items. Emergency commissary needs IBA approval.

The contract commissary contract lists mandatory items, optional items, and prohibited items. Additional items, such as tents and logo t-shirts, may be supplied with the approval of the FSC and the concurrence of the Incident Business Advisor.

Information Management Systems and Telecommunications

Although the agency computer system may be used in the support of the incident, it remains under the control of the agency Computer Specialist and Administrative Officer.

The *Computer Specialist* must approve all orders for rentals or purchases of ADP equipment.

The following is a list of Agency computer personnel and their telephone numbers:

Agency	Name	Work Phone #
BLM- West Desert District:		
Uinta-Wasatch-Cache NF:		
State of Utah- DFFSL:		

Cost effectiveness will be considered when planning telephone systems for use at ICP. All telephone numbers and radio frequencies assigned to the incident are to be reported to the Agency's Telecommunications Manager and Dispatch Office, along with locations of telephones and repeaters.

The Agency's *Telecommunications Manager* must approve all orders for rental or purchase of telecommunications equipment (including cell phones). The following Agency specific contacts:

Agency	Name	Work Phone #_____
BLM- West Desert District:		
Uinta-Wasatch-Cache NF:		
State of Utah- DFFSL:		

The Agency Telecommunications Manager may be available to assist the Communications Unit Leader in the initial design and setup of any fire communications required, and will assist to the fullest extent possible for the duration of the incident. In the Manager's absence, contact the Agency Dispatch Office for the nearest available Telecommunications Specialist.

Telephones

Incident Management Teams will be authorized use of their government cell phones when ordered. When fire activity occurs at remote locations where cellular telephone coverage is non-existent, the following policy is established for Incident Resources that are not attached to IMT:

- Where possible the agency will establish landlines for incident use. Agency may approve Satellite Systems.

- If cell phone use is deemed appropriate and necessary for the assignment, the agency may provide cellular telephones.

- No cell phone purchases shall be made using an Incident Job Code.

- Use of personal or home unit cell phones, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency on the resource order. Home unit project funds are to be used to cover any use charges, loss or damage.

AD Payment Center

The Incident Business Advisor, after consultation with the FSC, will advise the Agency Administrator or Administrative Officer of the need for an Assistant Disbursing Officer (ADO) or Administrative Payment Team (APT). Normally, the ADO team will be ordered for incidents expected to exceed two weeks in duration and the agency cannot provide payment support. The ADO/APT will not be ordered if the Agency can support the incident in processing payments to vendors in a timely manner utilizing regular payment procedures.

Prior to processing any payments, the ADO/APT will meet with the Agency

Budget/Fiscal staff, acquisition staff, and buying team to ensure procedures are in place to avoid duplicate payments.

Depending upon the length of the incident and the size of vendor's operations, payments may be made to vendors on a bi-weekly basis. Payments to equipment contractors may be made on a bi-weekly basis if the incident appears to be long term. ALL payment documents will be submitted as they are closed out for processing.

Agency Payment Process

A representative from the Budget/Fiscal Section and Acquisition will visit all assigned Finance Sections to ensure accuracy of payment processes. If available, this employee may actually work in the Finance Section as time permits.

Invoices are to be forwarded to Budget/Fiscal or Acquisition, as soon as completed, to ensure timely payment to vendors and contractors. Invoices submitted at closeout of the incident are to be hand-delivered to the Budget/Fiscal Section by a Finance Section employee who will be able to discuss incomplete payment or those requiring additional clarification. The Finance section is not to send payments directly to any agency payment center without prior approval by the IBA.

Administratively Determined Rate Exceptions

AD exception rates will be determined on the basis contained in the Interagency Incident Business Management Handbook and the 2011 Casual Payment Plan. For those positions where a pre-established rate is not given, the IBA or Administrative Officer will determine the appropriate rate of pay.

Any deviations from these established rates will be rare, and must have prior approval of the Incident Business Advisor.

End of Pay Period Time and Attendance Reports

All assigned Finance Sections will contact the Incident Business Advisor to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period.

Law Enforcement

Upon assignment of an incident management team to the agency incident, a law enforcement person from the agency may make an on-site visit and establish contact with the Security Manager. The purpose will be to open communication lines, identify law enforcement support resources available, and identify local operating procedures.

The assigned criminal investigators and law enforcement officers will conduct all criminal investigations. It will be the responsibility of the Security Manager to report misdemeanors and felonies to the Law Enforcement Agency. Contact the local

dispatch center for the Law Enforcement personnel nearest incident based on jurisdiction and land management.

Other investigations (claims, motor vehicle accidents, etc.) will be conducted by law enforcement or by finance personnel assigned to the incident. Also, other law enforcement work (security, traffic control, etc.) will be assigned to the incident.

Cost Unit Group

If the area experiences a multiple fire situation with more than one IMT, a cost unit group may be established at the District Office. This group will work for the financial/intelligence group under the general direction of the IBA or AO. The team will immediately begin inputting all the orders in ICARS. The IMT cost unit and the agency's team will arrange for the interchange of data as needed.

Documentation: Significant changes in daily rates should be documented in the daily cost report.

Cost Shares: Cost share agreements will follow guidance in the applicable cooperative agreement. COST will ensure all parties associated with the cost share agreement receive cost updates via email and/or hardcopy based on agreed to arrangements.

It is the IMT's responsibility to track and report costs as required by the incident agencies or as outlined in the Cost Share Agreement. The Finance Section will ensure costs are tracked in ISuite in accordance with the cost share method utilized.

Incident Accruals

All federal incidents with FS expenses involving Type 1 and 2 IMT's are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals will be sent using the daily export and upload functions of I-Suite. Directions for creating the daily export can be found at
http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf

For those incidents not utilizing I-Suite, submit manual accrual information to ASC-Incident Finance Branch. Email to asc_ipc@fs.fed.us or fax to 1-866-816-9532.

Refer to "How to Code ISuite Accruals" and additional information on accruals posted at: http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html.

Closeout

The final Incident Finance Package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook. The agencies also require the following:

    1.) A separate financial closeout with the FSC, Incident Business Advisor/Administrative Officer, Procurement Unit Leader, Buying Team Leader, and Budget/Fiscal Officer (as a minimum).

2.) Include cost unit package databases to each agency. Do not protect documents with a password. If/When the Incident "Cost Accounting Reporting System" (ICARS) is used, do not use password protection.

At the end of the incident, the Final Incident Package will be turned in before or after the closeout to the AA, IBA, or incident agency representative. A summary narrative in writing will be provided to the incident agency identifying number of claims, land use agreements, injuries/illness and any follow-up required

The Incident Business Advisor and/or Administrative Officer will participate in the exit interview of each assigned Incident Management Team. The IBA and AO will provide a verbal assessment of (1) commendable performance, (2) what went well, and (3) things needing improvement.

FS Incidents - The expectation is to have all possible payment packages for FS AD's and contract resources closed out and sent directly from the IMT to ASC-IF for payment. Any packages not closed out or other outstanding issues will be discussed at the finance package transition, immediately prior to the IMT closeout.

ALL EMPLOYEES

If food/lodging expenses are incurred while on incident where adequate food and lodging are provided, a justification from the IMT FSC or incident agency is required in order to be reimbursed for those expenses.

Work Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for personnel including casuals, (AD), contracted crews, and EERA resources.

Personnel working in support of fire management activities on the local unit will adhere to a minimum of 1 day off in 21. Paid days off for Type 3-5 incidents should be rare exceptions. However, if necessary, the AA of the host unit may authorize day(s) off with pay to manage fatigue and ensure safe and productive incident activities.

Work shifts that exceed 16 hours and/0r consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift exceed 24 hours. However, in situations where this does occur (for example, initial attack), personnel will resume 2:1 work/rest ratio as quickly as possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

To facilitate the management of work/rest for contract resources, clock hours will be recorded on all shift tickets – even when the equipment is hired under a daily rate or guarantee.

Compensation for Injury and Agency-Provided Medical Care

The agency contact for compensation and medical treatment issues will be designated at the time of the initial briefing. For most incidents, a separate unit will be established to handle all matters related to injuries or illnesses of incident personnel. All copies of injury compensation forms will be forwarded to the designated agency contact and/or location, as soon as possible, for disposition. The Incident Management Team Compensations/Claims Unit Leader (COMP) will ensure that all original documents are forwarded to the employee's home unit.

All medical services, agency-provided medical care agreements, physicians, burn center, forms, etc., are included in the Emergency Incident Acquisition Plan that will be given to Finance Sections. If the plan is not readily available, contact the assigned Buying Unit or agency acquisition section for a copy of the information.

Tort and Employee Claims

Upon arrival to the incident, the Comp/Claims Unit Leader or Finance Section Chief will make contact with the incident agency claims liaison to determine the expectations and discuss the requirements for claims.   Before leaving the incident, the Comp/Claims Unit Leader or FSC will audit the documentation and prepare a log of all claims, defining what is included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The documents will be included in the finance package.

At the end of the incident, all actual and potential claims will be fully documented, and included in the incident finance package. Packages will be identified as requiring follow-up, documented in the finance close-out briefing paper and turned over the agency incident business contact.

Attachment H

Northern Utah Interagency Fire Center

Center Manager	McCabe, Roni	801-495-7601	801-616-0533
Asst. Center Manager	*Vacant*	801-495-7602	
Asst. Center Manager	Lodge, Sean	801-495-7603	801-623-8959
Cache Manager	Ravenberg, Gary	801-908-1908	801-560-8195

Business	801-495-7600
Fire Emergency (24-7)	801-495-7611
Fire Center Fax	801-495-7671 or 7670 (fax)
On-Call Dispatcher	801-310-3109 (cell)

WEST DESERT DISTRICT BLM			
POSITION	NAME	WORK	CELL
District Manager	Oliver, Kevin	801-977-4310	
Salt Lake Field Office Manager	Hotze, Rebecca	801-977-4350	801-386-6028
FMO	Kincaid, Justin	801-977-4316	801-541-4020
AFMO	Brown, LJ	801-977-4381	801-541-0828
Vernon FOS	*Vacant*	801-977-4382	801-541-0827
Muskrat FOS	Haberstick, Erik	801-977-4339	801-243-3136
Salt Lake Helitack Supt.	Kenny, Patrick	801-977-4363	801-541-5637
Salt Lake Helitack Asst.	Wilson, Greg	801-977-4336	801-232-4259
SEAT Manager		435-843-5302	
	TVY Helibase	435-882-4429	435-843-5170 fax
	TVY SEAT Base	435-843-5302	435-843-5170 fax
	Muskrat Fire Station	435-884-3765	435-884-6110 fax
	Muskrat Line 2	435-884-3558	
	Vernon Fire Station	435-839-3456	435-839-3486 fax
Fire Information	Rigby, Teresa	801-977-4344	801-232-9252

US FOREST SERVICE

POSITION	NAME	WORK	CELL
Forest Supervisor	Whittekiend, Dave	801-999-2108	801-503-7190
Deputy Forest Supervisor	Probert, Cheryl	801-999-2109	801-349-0479
Logan District Ranger	Parker, Jennifer	435-755-3621	435-760-7525
Ogden District Ranger	Sanchez, Robert	801-625-5872	509-690-0271
Salt Lake District Ranger	Kahlow, Kathy	801-733-2675	435-640-8807
Mtn View/Evanston District Ranger	Schuler, Rick	307-782-2405	307-679-1653
Heber/Kamas District Ranger	Schramm, Jeff	435-654-7210	435-671-0365
Pleasant Grove District Ranger	Stansfield, Jon	801-796-4881	530-640-1210
Spanish Fork District Ranger	Garcia, George	801-794-6761	801-360-8458
Forest FMO	Pfister, Kevin	801-236-3423	801-783-8688
Forest AFMO	Chadwick, Brook	801-999-2148	801-702-7116
North Zone FMO	Swinscoe, Terry	801-625-5930	801-368-7197
South Zone FMO	Briggs, Allen	801-342-5258	801-631-7616
AFMO Spanish Fork/Pleasant Grove	Armantrout, Matt	801-342-5268	801-995-2882
AFMO Heber/Kamas	Lamping, Rob	435-654-7217	801-556-9249
AFMO Logan	Turner, James	435-755-3620	435-671-2871
AFMO Salt Lake/Ogden	Kirby, Chris	801-733-2669	801-673-3780
AFMO EV./M.V.	Thiel, Kurt	307-782-2415	801-230-7877
Wasatch Helitack Supt.	Scott, Mike	801-377-6753	801-368-7585
Wasatch Helitack Supt.	Roe, Larry	801-625-5112	801-725-5161
Wasatch Helitack Supt.	Byers, Mike	801-625-5112	801-510-3433
Fuels Specialist	Brown, Christine	801-342-5141	801-361-9478
Aviation Officer	Rackham, Lee		801-725-6985

COUNTY

POSITION	NAME	WORK	CELL
Juab County Warden	Ostler, Brett	435-623-2642	435-681-0035
Sanpete County Warden	Petersen, Thomas	435-835-2117	435-668-2068
Utah County Warden	Cortez, Kevin	801-851-4125	801-404-1915
Box Elder County Warden	Martz, Greg	435-734-3831	435-730-4594
Rich County Warden	Ames, Dan		801-652-2706
Tooele County Warden	Wilson, Tom	435-843-4727	435-241-0027
Wasatch County Warden	Morgan, Troy	435-654-1411	435-671-8079
Summit County Warden	Boyer, Bryce	435-615-3600	435-640-2075
Morgan County Warden	Carrigan, Boyd		801-829-2048
Davis County Warden	Sanders, Robert		801-618-9400
Cache County Warden	Peterson, Travis		435-770-8111
Weber County Warden	Cooper, Rick		435-760-2092

STATE of UTAH

POSITION	NAME	WORK	CELL
State FMO (FF&SL) Acting	Snider, Matt	801-538-5502	801-875-1096
State AFMO	Freeman, Shane	801-538-5501	801-560-1072
Bear River Area Manager	Hamp, Blain	435-752-8701	435-881-6979
North East Area Manager	Eriksson, Mike		435-671-9170
Wasatch Fr. Area Manager	Bristol, Trent		801-656-7138
Wasatch Front Area FMO	Vickers, Dave		801-554-8984
Northeast Area FMO	Rutter, Steve		435-671-3327
Bear River Area FMO	Richards, Dustin	435-752-8701	435-890-2071

Attachment I

MEDEVAC INFORMATION

I.   **OBJECTIVE**

The objective of this outline is to provide Northern Utah area Incident Management Teams information concerning medical facilities and medevac support. It also provides information on obtaining assistance and local protocols. Refer to Medevac Plan below.

II.   **PROTOCOLS/PROCEDURES**

NOTE: For ALL medical responses requiring transport off the incident, contact and work directly with the Northern Utah Interagency Fire Center (NUIFC). NUIFC has a pre-arranged system of mobilizing and coordinating contact with the hospital/ambulance service (or Life Flight/ Air Med/ -- as situation applies), flight-following, and airspace control at the airport and helibases. Outside calls to any of the above confuse the system and may slow the overall process.

This is not an attempt to replace the duties of the medical unit but to increase the efficiency and response times of the local support units.

A.   The Incident will respond with incident medical personnel to provide initial care and prepare for transport.

B.   The Incident should contact NUIFC and order the medevac from dispatch. Proper information such as exact location (Lat / Long), ground contact, type of injury, hazards, etc.(see Medical Run Sheet below), will greatly expedite the medevac.

C.   Most medevac's, including Life-Flight or Air Med flights are to nearest county medical centers. Depending on the severity of the injury or services needed, patient(s) will be transferred to University of Utah Medical Center hospital/burn or trauma center.

D.   The situation could develop where a flight may be routed directly to the nearest burn center/trauma center from the incident. NUIFC will ensure flight following and coordination with the receiving hospital.

E.   The IMT will respond a comp/claims specialist / agency representative to the receiving medical facility.

F.   All medical incidents not requiring transport to a medical facility will be treated locally by the IMT's medical unit.

NORTHERN UTAH MEDICAL EMERGENCY

If an ambulance is assigned to the incident, utilize the ambulance for transportation of the non-emergency medical patients to the appropriate medical center. Notification to NUIFC must be mad including: name, nature of injury, crew/module they are assigned to, home unit, and medical facility being transported to. If there is not an ambulance assigned to the incident, all coordination must be handled through NUIFC.

For life threatening injury or illness with one or more major body systems (Respiratory, Circulatory, and Neurological) are involved, the patient needs advanced life support (ALS). Definitive care for this patient is a Trauma or Burn Center. TIME IS OF THE ESSENCE! Air transportation should be considered early and coordinated with NUIFC.

ALS AIR TRANSPORT: Used for lengthy extrication of the patient, when terrain or road conditions restricts ground transportation or the nature of the injury dictates.

Rotor Wing: 150 mile response area based on one fuel cycle. If injury location is outside of response area helicopter will have to refuel en-route.

Agency	Location	Contact	Patient Capability	Special Capacities
Intermountain Lifeflight	Salt Lake City, UT	801-321-1234	4 – 1 pax ships	Hoist and night flight
University Hospital Air Med	Salt Lake City, UT	800-453-0120	1-2 pax ship/3-1 pax ships	Night flight
Life Flight	Boise, Mtn. Home	800-521-2444	1 – 1 pax ship ea. location	Night Flight
Summit Air	Elko, NV	775-777-7300	1 Patient	Night Flight
Air St. Lukes	Boise & Twin Falls	877-785-8537	2 – 1 pax ships	Night Flight

Fixed Wing: Larger response area, fuel is not normally a factor. Consider ordering with a rotor wing if more than one patient.

Agency	Location	Contact	Patient Capability	Landing Needs
University Hospital Air Med	Salt Lake City, UT	800-453-0120	Pilatus PC-12 (2)	Paved/Dirt Runway
Intermountain Lifeflight	Salt Lake City, UT	801-321-1234	King Air B200 (3)	Paved Runway Only
Life Flight	Boise, ID	800-521-2444	Piper Cheyenne III (1)	Paved Runway Only
Air St. Lukes	Boise, ID	877-785-8537	King Air 200 (2)	Paved Runway Only

Airports:

⊞Airport/Designator	Lat/Long	Contact	Elevation / Runway Length / Fuel
Logan, Airport "LGU"	41° 47' 28"N, 111° 51' 05"W	435-752-8111	4457' / 9095 ft. Paved /100LL & Jet A
Brigham City, "BMC"	41° 33' 09"N, 112° 03' 44"W	435-734-6612	4229' / 8900 ft. Paved /100LL & Jet A
Provo, "PVU"	40° 13' 09"N, 111° 43' 24"W	801-356-3535	4497' / 8600 ft. Paved /100LL & Jet A
Spanish Fork, "U77"	40° 08' 51"N, 111° 39' 51"W	801-798-9888	4529' / 5700 ft. Paved/ 100LL & Jet A
Nephi, "U14"	39° 44' 11"N, 111° 52' 12"W	435-623-0822	5022'/ 6300 ft. Paved / 100LL Only
Ogden, "OGD"	41° 11' 39"N, 112° 00' 46"W	801-629-8251	4473'/ 8103 ft. Paved / 100LL & Jet A
Heber City, "36U"	40° 28' 54"N, 111° 25' 43"W	435-654-4854	5637'/ 6899 ft. Paved / 100LL & Jet A
Evanston, WY "EVW"	41° 16' 29"N, 111° 02' 04"W	307-789-2256	7143'/ 7300 ft. Paved / 100LL & Jet A

DEFINITIVE CARE: The most appropriate place to transport a patient.

TRAUMA CENTERS			
University of Utah	40° 46.34'N, 111° 50.24'W	801-581-2121	Salt Lake City, UT
Intermountain Medical Center	40° 39.36'N, 111° 53.23'W	801-507-6600	Salt Lake City, UT

BURN CENTERS			
University of Utah Burn Ctr.	40° 46' 21"N, 111° 50' 15"W	801-581-2991	Salt Lake City, UT

POISON CONTROL			
Utah Poison Center	Locations throughout the state	1-800-222-1222	All of Utah

Northern Utah Area Hospitals
Air to Ground frequency statewide for emergency use only 155.505 TX/RX, TX Tone 162.2
Hospital helipad communications in Utah utilize 123.025

City	Name and Address	Lat/Long	Phone #	Helipad	Burn
Salt Lake City, UT	University Hospital Air Med 50 North Medical Drive, SLC UT	40˚ 46' 21" 111˚ 50' 15"	801-581-2991	Yes	Yes
Murray, UT	Intermountain Medical Center 5121 S Cottonwood St, Murray, UT 84157	40˚ 39' 37" 111˚ 53' 22"	801-507-7000	Yes	No
Tooele, UT	Mountain West 2055 North Main St., Tooele, UT 84074-9819	40˚ 33' 57" 112˚ 17' 49"	435-843-3600 435-882-9011	Yes	No
Provo, UT	Utah Valley Regional Medical Center Air Med 1034 North 500 West, Provo, UT 84604	40˚ 14' 53" 111˚ 39' 57"	801-373-7850 801-371-7126	Yes	No
Evanston, WY	Evanston Regional Hospital 190 Arrowhead Drive, Evanston, WY 82930	41˚ 14' 38" 110˚ 59' 20"	615-377-9600 307-789-3636	Yes	No
Nephi, UT	Central Valley Medical Center 48 west 1500 North, Nephi, UT 84648	39˚ 43' 50" 111˚ 50' 16"	435-623-1242	Yes	No
Heber, UT	Heber Valley Medical Center 1485 South Hwy. 40, Heber, UT 84032	40˚ 29' 25" 111˚ 24' 20"	435-654-2500	Yes	No
Logan, UT	Logan Regional Medical Center 1400 North 500 East, Logan, UT 84341	41˚ 45' 19" 111˚ 49' 14"	435-716-2240	Yes	No
North Logan, UT	Cache Valley Hospital 2380 North 400 East, North Logan, UT 84341	41˚ 46' 30.5" 111˚ 49' 17.2"	435-713-9600 ER: 435-713-9598	Yes	No
Park City, UT	Park City Medical Center 900 Round Valley Drive , Park City, UT 84	40˚ 41' 16.2" 111˚ 28' 13.7"	435-658-7000	Yes	No
Ogden, UT	Ogden Regional Medical Center 5475 South 500 East, Ogden, UT 84405	41˚ 09' 51" 111˚ 58' 19"	801-479-2111	Yes	No
Ogden, UT	McKay Dee Hospital	41˚ 10' 58"	801-387-2800	Yes	No

	4401 Harrison Boulevard, Ogden, UT 84405	111˚ 57' 18"			
Brigham City, UT	Brigham City Community Hospital 950 South 500 West, Brigham City, UT 84302	41˚ 31' 28" 112˚ 15' 36"	801-734-9471	Yes	No
Ely, NV	William Bee Ririe Hospital 1500 Avenue H, Ely, NV 89301-2615	39˚ 15' 17" 114˚ 51' 34"	775-289-3612	No	No
Elko, NV	Northeastern Nevada Regional Hospital 2001 Errecart Blvd., Elko, NV 89801-8333	40˚ 49' 27" 115˚ 43' 47"	775-738-5151	Yes	No
Burley, ID	Cassia Regional Medical Center 1501 Hiland Ave, Burley, ID 83318-2682	42˚ 32' 05" 113˚ 46' 49"	208-678-4444	Yes	No
Twin Falls, ID	Magic Valley Regional Medical Center Box 409, Twin Falls, ID 83303	42˚ 33' 53" 114˚ 29' 43"	280-737-2000	Yes	No

Procedures for transporting patients on agency aircraft to hospital helipads (Midair Collision Avoidance Federal Agency aircraft)

1. Confirm that NUIFC has contacted the hospital.
   - ETA
   - Patient info
   - N# and call sign
2. 30 Miles out
   - Make initial radio contact on **123.025.**
     - If in the Salt Lake Area there will be a response. Salt Lake Hospitals monitor the frequency and prioritize landings.
     - Outside of the Salt Lake area it will be a call "In the blind".
     - Include position, destination, and updated ETA.
3. 5 Miles out
   - Make second radio call 0n 123.025.   Include position, altitude, destination, and ETA.
   - Maintain 1,000 AGL (conditions or ATC may require deviations) until in a position to make a normal approach and landing.
4. Landing assured, but prior to approach
   - Helipad Clear
   - Holding position (if needed)
5. Prior to Departure
   - Clear helipad
   - Coordinate with other aircraft (on pad and approaching)
6. Departure
   - Maintain 500' AGL for 1 mile or until clear of traffic or per ATC instruction

LAW ENFORCEMENT
Highway Patrol

Utah Highway Patrol	801-284-5520
Wyoming Highway Patrol	307-789-3119
Idaho State Police	208-884-7000
Nevada Highway Patrol (Elko)	775-753-1111

County Sherriffs

Box Elder County (Brigham City)	(435) 734-3800	
Cache County (Logan)	(435) 753-7555	(435) 716-9400
Davis County (Farmington)	(801) 451-4150	
Juab County (Nephi)	(435) 623-1344	
Morgan County (Morgan)	(801) 629-8221	
Rich County (Randolph)	(435) 793-2285	
Salt Lake County (Salt Lake City)	(801) 840-4061	(801) 840-4062
Summit County (Park City)	(435) 615-3600	(435) 615-3602
Tooele County (Tooele)	(435) 882-5600	
Uintah County (Vernal, UT)	(435) 789-4222	
Uinta County (Evanston, WY)	(307) 783-1000	
Utah County (Spanish Fork)	(801) 851-4100	
Wasatch County (Heber City)	(435) 654-1411	
Weber County (Ogden)	(801) 629-8221	

Search and Rescue

Salt Lake County Sheriff's Office	801-743-7000
Utah County Sheriff's Office	801-851-4000
Wasatch County Sheriff's Office	435-654-1098
Box Elder County Sheriff's Office	877-390-2326
Cache County Sheriff's Office	435-753-7108
Weber/Morgan County Sheriff's Office	801-629-8221
Rich County Shreiff's Office	435-793-2285
Davis County Sheriff's Office	801-451-4100
Tooele County Sheriff's Office	801-882-5600
Summit County Sheriff's Office	435-615-3600
Uinta County Sheriff's Office-WY	307-783-0301

Attachment J

NORTHERN UTAH INCIDENT INFORMATION PROCESS

The Mission

The mission of the emergency information organization is to facilitate rapid and accurate transfer of information about operations and intentions from Northern Utah leaders and incident commanders to the public, residents, media, permittees, cooperators, elected officials, and internal audiences. The rapid and accurate dissemination of information is essential for three reasons: 1) information has the ability to protect people and property in cases where fire threatens communities, 2) information demonstrates to both internal and external audiences the competence of the fire organization, and 3) the public has a right to expect accurate and timely information about government operations.

The Organization

Management of the public affairs information processes will be established by the Public Affairs Officer (PAO) and team Public Information Officer (PIO) which will include methods to provide consolidated information to the public, cooperators/partners, Eastern Great Basin Coordination Center, local Sheriff's offices, county/state offices, elected officials, and other key contacts. The agency can delegate full authority for all internal and external public information to the PIO, but the agency retains the right to withdraw this delegation at any time.

The agency PAO will be the primary contact on matters concerning other issues not related to the incident –The Public Information Officer Type 1 or Type 2 (PIO1 or PIO2) will represent the Incident Management Team (IMT) and speak on the operations and progress of the team. Resources from the IMT will be utilized to compile and disseminate information to the community, the media, elected officials and other agencies, etc.

The Agency PAO will:
- Provide the PIO with all pertinent information about the incident, such as news releases, "trap line" locations; media contact lists, public official contact lists, etc.
- Advise the PIO on messages to the community, the media, elected officials and other agencies.
- Advise the PIO on local issues and any unique circumstances.
- Advise PIO as to what social media is allowed to be used pertaining to the incident.
- Be responsible for speaking on issues relating to incident impacts to the agency office.
- Identify long-term information needs and establish operational plan to meet those needs.
- Assess strengths and weak areas of information flow to community, media, other agencies and elected officials. Adjust operational plan to improve information flow and dissemination.

The PIO1 or PIO2:
- Relay timely information to the Agency PAO.
- A minimum of once each day, draft incident updates and or news releases and route to PAO.
- Run "trap lines" and build rapport with local population.
- Provide timely and accurate information to civilian and incident personnel and incorporate national key messages where appropriate.
- Utilize all occasions as educational and prevention opportunities.
- Track information needs and tasks that are critical in nature, and ensure all incident inquiries are properly documented.

- Provide escorts for media/VIP's once they are in camp.
- Provide speakers, as requested, for community programs.
- Monitor community for potential conflicts and difficulties within local communities.
- Only utilize those social media outlets authorized by the PAO.
- Utilize external website information Utah Fire Info.gov: http://www.utahfireinfo.gov/ and InciWeb: http://inciweb.nwcg.gov/. Distribution to the Utah Fire Info site is handled by sending information to the web manager Chad Douglas, cdouglas@blm.gov .
- Facilitate Incident Management Team "Thank You's" to the community.

Together, the PIO1 or PIO2 and PAO will:
- Coordinate incident tours (media, congressional, VIPs, etc.).
- Involve agency administrator in resolving community conflicts or concerns.
- Coordinate incident information meetings to provide updates to affected communities.
- Provide assets for the compilation and dissemination of information to the media, elected officials, other agencies and the community.

Key things to remember:
- An agency representative, i.e., Agency Administrator and/or Agency PAO, and an incident representative, i.e. Incident Commander, Public Information Officer, and Operations Chief, need to be present at any incident information meetings held in relation to this incident.
- Any products made to distribute to the public about this incident need to be coordinated with the Agency PAO.

National Forest Media Protocols:
- Qualified PIO's can speak to national media about the particular incident they are assigned to without prior approval. The media interview will remain focused on their particular incident. (Stay In Your Lane)

Attachment K

SUPPRESSION REHABILITATION GUIDELINES

Objective: Minimize threat to life and human safety and prevent degradation of land or resources through soil/water stabilization through the coordination of local Resource Advisor (READ)

I. Rehabilitation of dozer lines, drainages, staging areas, safety zones, and roads should be initiated only when it is determined that rehabilitation efforts will not hamper (restrict access) ongoing suppression/mop up operations.

II. Rehabilitation operations should avoid creating new disturbance, if possible.

III. There should be no new dozer lines within riparian areas. Any rehabilitation or lines in these areas requires special care and shall be conducted with minimal impacts as possible and coordinated with the READ.

IV. Dozer / Grader Line Rehabilitation
- o Knock down and blend all dozer line berms.
- o Blend in and/or re-contour cut banks with the surrounding topography.
- o Install water bars – **See attached Construction Guidelines**
- o Spread out all "cat piles" and loose debris to cover dozer lines, if possible. Do not remove live, standing vegetation to cover dozer line.
- o Re-establish drainages by removing berms or other obstructions.
- o For dozer lines constructed near access roads, construct berms to discourage off road vehicle travel, if an effective berm or barrier can be installed. If time allows, cover dozer lines with dead and downed vegetation to reduce appearance from access roads.

V. Repair of Existing Roads
- o Roads damaged by suppression operations should be repaired through coordination with the READ.
- o Repair of roads should not create new surface disturbance beyond the existing road width.
- o Roads should be re-bladed and if possible supported with a water truck to re-establish a solid road base.

VI. Suggested Equipment and/or Resources Necessary to Accomplish Rehabilitation Objectives.
- o Utilize graders on areas of relatively flat ground
- o Utilize dozers on flats or grades. Recommend slopes not to exceed 55%.
- o Excavators – on grades
- o Hand Crews – Steep grades – In some instances using heavy equipment on steep slopes may endanger operators, damage equipment, and may cause more resource damage. Hand crews should be utilized to construct water bars and blend in berms in these areas.

VII. Water Bars - constructing them correctly

- o A water bar or water break is a soil berm constructed on roads, skid trails, and landings
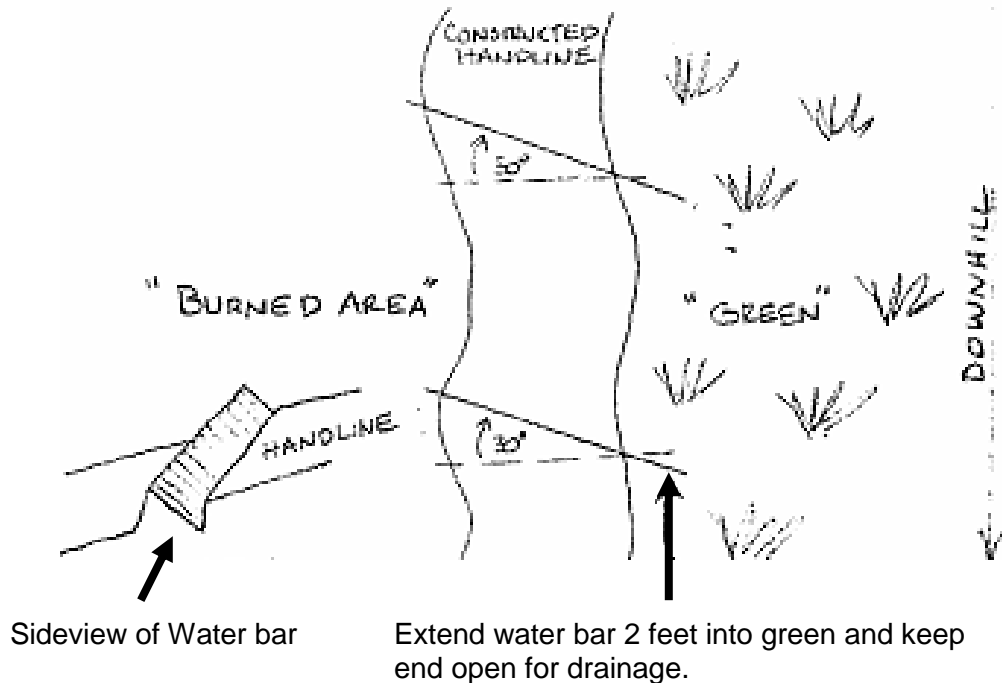
to help minimize the volume and velocity of water flowing over these exposed areas and to divert water onto places where it will not cause erosion.

- o The three objectives of water bars are: (1) to divert the destructive overland flow of water off the trails; (2) to discharge it onto areas where the erosive energy can be dissipated; and (3) to aid in the establishment of vegetation. The third objective will be achieved if erosion is prevented on the skid trail surface.
- o When a bare surface remains relatively stable, natural processes of freezing and thawing, revegetation and root growth, litter fall, animal activity, water movement, and time will recreate the porous soil structure and aggregation necessary for a productive and erosion resistant soil. However, actively eroding areas will tend to remain bare of vegetation.
- o As is well known, the erosive energy of overland flow of water increases with increased slope and slope length. Therefore, water bars are placed at closer intervals as the slope steepness increases, so that the velocity and volume of overland flow will not cause significant hill and gully erosion.
- o Water bar effectiveness in preventing erosion depends on the physical parameters of the water bar, its location on the trail with respect to physical site factors and other water bars, and the meteorological conditions occurring following construction of the water bar.
- o Two criteria can be used to judge the effectiveness of a water bar. First, the water bar must prevent erosion from occurring on the skid trail surface and at the discharge area. Second, the water bar must remain intact and prevent erosion for a sufficient time to allow the skid trail surface to become stable. The time necessary for a skid trail surface to become stable will depend on the persistence of the compacted condition and the amount and rate of revegetation that occurs.
- o Install and construct water bars on slopes were lines are steeper than 10%, as per the following, or as directed by the Resource Advisor and/or Rehab specialist

Fireline Slope	Maximum Spacing for Water Bars
10-15%	150'
15-30%	100'
30-40%	50'
40%+	25'

Note: Modify spacing to take best advantage of rocks, brush clumps and natural drainages as discharge outlets.

Figure 1. Water Bar Construction Guidelines

Sideview of Water bar   Extend water bar 2 feet into green and keep
                               end open for drainage.

Figure 2. Water bar construction for access roads and disturbed slopes that will be closed to traffic after fire operations (Nevada State BLM Handbook of Best Management Practices).
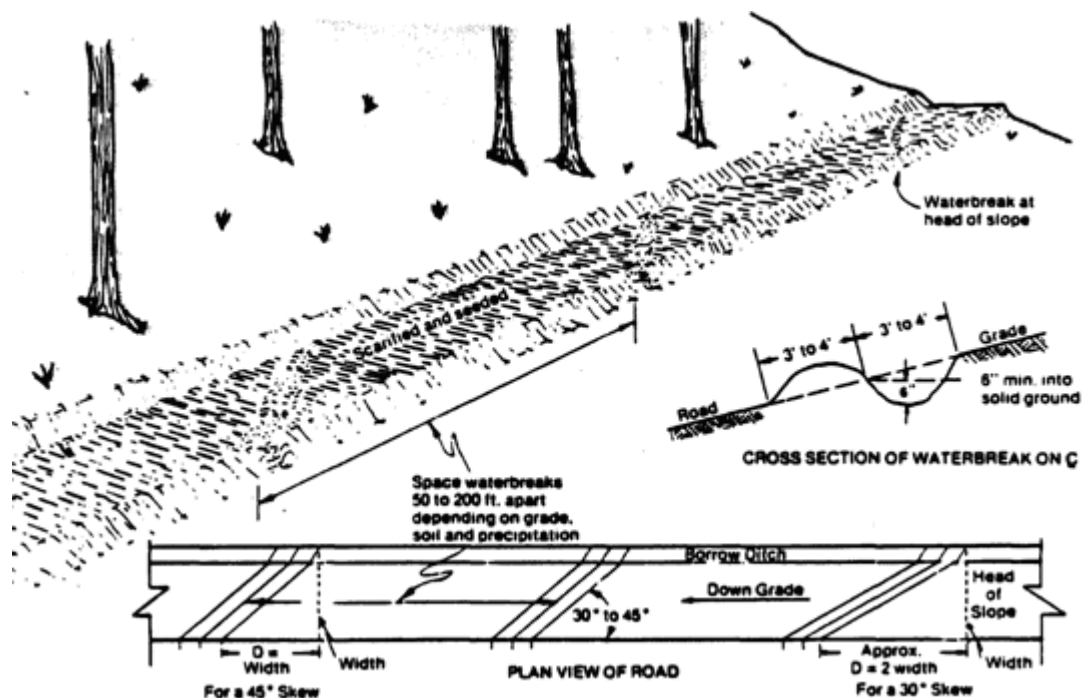
Attachment L

SUPPRESSION GUIDELINES FOR LISTED FISH & CRITICAL HABITAT

These suppression constraints are desired guidelines. However, suppression and/or protection priorities may create the need to ease these constraints.

- Avoid whenever possible burning out unburned islands of native vegetation.
- Avoid surface disturbing suppression activities in riparian areas whenever possible.
- Minimize/mitigate impacts to cultural resources and pristine vegetative communities.
- Avoid the application of retardant or foam within 300 ft (91.5 m) of the stream channel or waterway, when possible. Aerial application and use of retardants and foams should be consistent with national policy guidelines established by the National Office of Fire and Aviation, as amended.
- If it is determined that use of retardant or surfactant foam within 300 ft (91.5 m) of a waterway or stream channel is appropriate due to threats to life or property; alternative line construction tactics are not feasible because of terrain constraints, congested areas, or lack of ground personnel; or potential damage to natural resources outweighs possible loss of aquatic life, the unit administrator shall determine whether there have been any adverse effects to federally listed species. If the action agency determines that adverse effects were incurred by federally listed species or their habitats, then the action agency must consult with the Service, as required by 50 CFR 402.05 (Emergencies), as soon as practicable.
- In addition to the General suppression constraints, the following constraints are to be implemented within the vicinity of special status aquatic species habitats.
    - Stream flow should not be impounded or diverted by mechanical or other means in order to facilitate extraction of water from the stream for fire suppression efforts.
    - The intake end of the draft hose should be screened to prevent entry of fish species. Screen opening size should be a maximum of 3/16 in (4.7 mm).
    - Before fire assignments, all fire suppression equipment utilized to extract water from stream or spring sources (i.e., helicopter buckets, draft hoses, and screens) should be thoroughly rinsed to remove mud and debris and disinfected with a chlorine solution.
    - Water necessary to control and/or contain the fire will be obtained by drafting into portable dipping tanks or drafting directly into the helicopter bucket in accordance with the above constraints. Water levels in the pond or pool should be monitored continuously.
    - Water extraction should not exceed the ability of the stream inflow to maintain water levels that exist at the time initial attack efforts began. If the water level drops below this predetermined level, all water removal should cease immediately until water levels are recharged.
    - For streams currently occupied by Lahontan Cutthroat Trout or aquatic species status species, extraction of water from ponds or pools should not be allowed if stream inflow is minimal (i.e., during drought situations) and extraction of water would lower the existing pond or pool level.
    - When possible, fire control lines should not cross or terminate at the stream channel.

- Control lines should terminate at the edge of the riparian zone at a location determined appropriate to meet fire suppression objectives based on fire behavior, vegetation/fuel types, and fire fighter safety.
- Access roads and/or fords should not be constructed across the stream channel.
- New roads or mechanical fire control lines should not be constructed and existing roads should not be improved within 300 ft (91.5 m) of the stream channel unless authorized by the Agency Administrator or the designated READ.

Attachment M

<div style="border:1px solid black; text-align:center;">

SAGE-GROUSE POLICY/GUIDELINES

</div>

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
http://www.blm.gov

June 13, 2011

In Reply Refer To:
6711, 9217 (230/400) I

EMS TRANSMISSION 06/27/2011
Instruction Memorandum No. 2011-138
Expires: 09/30/2012

To: Assistant Directors, State Directors and Center Directors

From: Director

Subject: Sage-grouse Conservation Related to Wildland Fire and Fuels Management

Program Areas: Wildlife, Special Status Species, Fire Operations, Fire Planning, and Fuels Management.

Purpose: This Instruction Memorandum (IM) provides guidance and resources to augment protection of sage-grouse habitats and populations on the Bureau of Land Management (BLM) jurisdictions. This IM provides best management practices, access to habitat maps, and guidelines applicable to fire and fuels management functions. It replaces IM No. 2010-149, and is consistent with recent BLM sage-grouse guidance (IM No. 2010-071).

Policy/Action: The Gunnison sage-grouse and greater sage-grouse are BLM-sensitive species that are to be managed to promote their conservation and help address the need for listing under the Endangered Species Act (ESA) in accordance with the BLM's special status species policy (BLM Manual 6840). Fire and fuels management functions will contribute to conservation of these species through planning processes, sage-grouse maps, fire management decisions, and best management practices. While protecting sage-grouse habitats and populations is critical, firefighter and public safety remain our highest priorities.

Wildland Fire Operations

The BLM will strive to maintain a high initial attack success rate while being cognizant of sage-grouse habitats by:

- utilizing available maps and spatial data depicting sage-grouse habitats in suppression response and staging decisions;

- using predictive services to help prioritize firefighting resources and, to the extent possible, pre-position those resources to optimize an efficient response in critical habitat areas;

- improving firefighter awareness of the importance of sagebrush habitat;

- continued use of resource advisors familiar with local sage-grouse habitat needs during initial and extended attack who are trained in suppression procedures and can advise about most appropriate tactics, etc.;

- emphasizing habitat conservation during resource allocation decisions, such as in local and geographic area multi-agency coordination group meetings; and

- applying local, state, or national-level best management practices (Attachment 1).

Resources Available to Wildland Fire Operations
States will ensure the following resources, which depict sage-grouse values, are made available and utilized in dispatch centers, fire management pre-planning, and fire operations.

1. **Sage-Grouse Resources for Fire Operations** – These resources, consisting of maps, best management practices, and spatial data, are available at the toolbox section of the BLM Fire Operations webpage (http://web.blm.gov/internal/fire/fire_ops/sg/index.html). At this webpage, maps are available which overlay currently occupied habitat with priority habitat. These maps are available at regional ("Range-wide"), state ("State-specific"), and local unit scales ("District and Field Office"). The interpretations of "Currently Occupied Habitat" and "Priority Habitat" polygons are provided below. For each map, both a letter size (8½" x 11") and wall size version is available.

   A. Maps and Data Layers

      - **Broad-scale Maps** (.pdf format)
        Broad-scale maps depicting greater sage-grouse and Gunnison sage-grouse habitat. These maps depict both currently occupied and priority habitat areas range-wide.

      - **State-specific Maps** (.pdf format)
        Mid-scale maps depicting key greater sage-grouse and Gunnison sage-grouse (per Colorado Division of Wildlife) habitat. These maps depict both currently occupied and priority habitat areas at an individual state scale.

      - **District-specific Maps** (.pdf format)
        District-specific maps depicting greater sage-grouse and Gunnison sage-grouse habitat. These maps depict both currently occupied and priority habitat areas for field offices and districts.

      - **Spatial Geographic Information System (GIS) Datalayers**
        Raw GIS data of the above maps which can be used to develop customized local maps in GIS.

43

B. Applications and Interpretations of Habitat Polygons
Two habitat layers (Currently Occupied and Priority Habitats) are displayed in maps described above. Their basic interpretation is as follows:

- **Currently Occupied Habitat**
  May be used when flexibility and opportunities exist for planning in advance of fire fighting efforts. Displays intact sagebrush communities where greater sage-grouse and Gunnison sage-grouse are likely to occur.

- **Priority Habitat**
  Aids in initial attack and setting fire management priorities. A prioritized subset of the "Currently Occupied Habitat Map" and as such indicates highly valued habitat.

2. **The Wildland Fire Decision Support System (WFDSS)** – This web-based application is the documentation system for wildland fires. Within the WFDSS, the Interim Key Habitat and Currently Occupied Habitat maps, which were available in 2010, will again be viewable when assessing the fire situation within the fire situation page. For fires escaping initial attack, managers will consider the location of sage-grouse habitats in developing incident strategies. These considerations will be documented within the WFDSS report and communicated to the incident management team assuming control of the incident.

3. **State-Level Toolboxes** – States managing sage-grouse habitat will develop specific resources that reflect local conditions. These may include resource advisor contact information, local maps, fuels project design criteria, and best management practices. State-specific memoranda may be issued to clarify requirements and business rules.

Fuels Management
The fuels treatment prioritization process will address sage-grouse habitat conservation in project design, treatment location, and documentation. State fuels programs will use local toolboxes, national resources (listed above), and Fuels Management Best Management Practices for Sage-Grouse Conservation (Attachment 2) to identify, enhance, and conserve sage-grouse habitats. Fuels management objectives may include protecting existing patches, modifying fire behavior, restoring native plants, or otherwise creating landscape patterns which most benefit sage-grouse habitat. Sage-grouse objectives from land use and fire management plans will be used as a framework for fuels project design. States may elect to issue detailed criteria regarding patch sizes, cover requirements, or other habitat parameters in fuels project design.

Local Unit Conservation Efforts
Units will apply conservation measures based upon local conditions in pre-season, initial attack, extended attack, and post-incident activities. Attachment 3 provides examples of local conservation measures, which may be adopted or modified as appropriate. These efforts will provide a local framework which provides information sharing and efficiency in all phases of suppression planning and operations.

Timeframe: This IM is effective immediately.

Budget Impact: Moderate costs will be associated with implementing suppression strategies outlined in this IM. Tactics that minimize loss of sagebrush generally require both aviation and ground-based resources for success. Minimal costs will be associated with habitat considerations in the design of fuels management projects.

Background: In November 2004, in response to population and habitat trends, the BLM published the National Sage-Grouse Habitat Conservation Strategy. The BLM National Strategy emphasizes partnerships in conserving sage-grouse habitat through consultation, cooperation, and communication with the Western Association of Fish and Wildlife Agencies, the U.S. Fish and Wildlife Service (FWS), the U.S. Department of Agriculture Forest Service, the U.S. Geological Survey, state wildlife agencies, local sage-grouse working groups, and various other public and private partners. In addition, it set goals and objectives, assembled guidance and resource materials, and provided comprehensive management direction for the BLM's contributions to the ongoing multi-state sage-grouse conservation effort. This IM reflects continued implementation of the goals set forth in the BLM National Strategy.

Since completion of the BLM National Strategy, additional peer-reviewed research analyzing the impact of wildland fire and consequent fire management strategies on sage-grouse has been refined. The BLM will consider this body of research in the context of all fire management activities on public lands. During the past year, BLM state and national wildlife program leads have improved the delineation of highly valued sage-grouse habitats using bird density, seasonal occupancy trends, and other variables. Habitat polygons previously described as "interim key habitat" have been improved, and are now labeled as priority habitats. While wildland fire has been identified as one of the key factors contributing to the loss of sage-grouse habitat, there are opportunities to reduce habitat loss by taking appropriate action prior to, and during, wildfire events as outlined in this IM.

Manual/Handbook Sections Affected: This memorandum replaces IM No. 2010-149.

Coordination: This IM has been coordinated between Fire and Aviation (FA100 and WO400), Fire Operations (FA300), Fire Planning and Fuels Management Division (FA600), Renewable Resources and Planning (WO200), and the Department of the Interior Office of the Solicitor.

Contact: Questions may be directed to Timothy M. Murphy, Acting Assistant Director, National Interagency Fire Center (NIFC), Fire and Aviation, 208-387-5446, or Howard Hedrick, Division Chief, Fire Planning and Fuels Management, 208-387-5153.

Signed by: Authenticated by:
Mike Pool   Robert M. Williams
Acting, Director   Division of IRM Governance, WO-560

3 Attachments

1 - Fire Management Best Management Practices for Sage-Grouse Conservation (1 p)
2 - Fuels Management Best Management Practices for Sage-Grouse Conservation (1p)
3 - Local Unit Fire Program Conservation Efforts Related to Sage-Grouse (2 pp)

Attachment 1
Fire Management Best Management Practices for Sage-Grouse Conservation

1. Develop state-specific sage-grouse toolboxes containing maps, a list of resource advisors, contact information, local guidance, and other relevant information.

2. Provide localized maps to dispatch offices and extended attack incident commanders for use in prioritizing wildfire suppression resources and designing suppression tactics.

3. Assign a sage-grouse resource advisor to all extended attack fires in or near key sage-grouse habitat areas. Prior to the fire season, provide training to sage-grouse resource advisors on wildfire suppression organization, objectives, tactics, and procedures to develop a cadre of qualified individuals.

4. On critical fire weather days, pre-position additional fire suppression resources to optimize a quick and efficient response in sage-grouse habitat areas.

5. During periods of multiple fires, ensure line officers are involved in setting priorities.

6. To the extent possible, locate wildfire suppression facilities (i.e., base camps, spike camps, drop points, staging areas, heli-bases) in areas where physical disturbance to sage-grouse habitat can be minimized. These include disturbed areas, grasslands, near roads/trails or in other areas where there is existing disturbance or minimal sagebrush cover.

7. Power-wash all firefighting vehicles, to the extent possible, including engines, water tenders, personnel vehicles, and ATVs prior to deploying in or near sage-grouse habitat areas to minimize noxious weed spread.

8. Minimize unnecessary cross-country vehicle travel during fire operations in sage-grouse habitat.

9. Minimize burnout operations in key sage-grouse habitat areas by constructing direct fireline whenever safe and practical to do so.

10. Utilize retardant and mechanized equipment to minimize burned acreage during initial attack.

11. As safety allows, conduct mop-up where the black adjoins unburned islands, dog legs, or other habitat features to minimize sagebrush loss.

Attachment 3
Local Unit Fire Program Conservation Efforts Related to Sage-Grouse

Many local units with sage-grouse habitats have established protocols that address sage-grouse and fire suppression activities. Examples of these protocols are:

Initial Attack:
1. Ensuring that interagency fire managers update pre-planned responses within the dispatch zone to align the initial attack response with protection priorities and resource values.
2. Encouraging dispatch center to utilize geographic information system (GIS) maps in Wildland Fire Computer Aided Dispatch (WildCAD) to determine if new starts are within sage-grouse habitat or in close proximity to other identified values or assets, and relay that information to responders.
3. Briefing all local initial attack crews on the importance of identifying sage-grouse habitat during response and suppression, and the need to follow the sage-grouse suppression SOPs (include a form of text instruction and key habitat maps).
4. Ensuring out-of-area resources (severity crews, overhead, etc.) receive a full briefing, which includes, among other things, the importance of identifying sage-grouse habitat during response and suppression, and the need to follow the sage-grouse suppression SOPs.

Extended Attack:
12. Ensuring resource advisors (READ) are assigned to fires in the zone whenever fire suppression activities may affect resource values, including sage-grouse habitat.
13. Ensuring READs are assigned to incidents as early as possible.
14. Ensuring READs participate in annual READ workshops which address, among other things, sage-grouse concerns and SOPs.
15. Ensuring READs have access to pre-built kits which include hard copy and electronic resource information, GIS sage-grouse habitat data, fire suppression SOPs for sage-grouse, and rehabilitation guidelines.
16. Ensuring sage-grouse issues are addressed throughout the Wildland Fire Decision Support System (WFDSS) process (particularly in decision documents) and specified in delegations of authority to incident management teams (IMT) and incident commanders.
17. Ensuring READs are assigned to large incidents managed by an IMT for the duration of the incident. Ensure that per delegations of authority, READS are included in planning meetings, firefighter briefings, and provide input to the incident action plan.

Post-Incident:
1. Ensuring READs complete a READ report upon demobilization of an incident. This report should summarize suppression actions, suppression damage, and damage caused by the fire itself. The READ report should provide preliminary recommendations for stabilization, rehabilitation, and restoration. This preliminary assessment and subsequent emergency stabilization and burned area rehabilitation plans should include impacts to sage-grouse habitat and recommendations for mitigation.

ATTACHMENT N

WEED WASHING STANDARDS

Fire Operations

As the battle against intrusive exotic plants and noxious weeds accelerates in northern Utah, interagency partners continue to take proactive measures to reduce or eradicate problem plant species in our area. One measure addresses the control of unwanted plant species transported in from other field offices, states and regions by vehicle. Fire management and fire suppression vehicles are at special risk of carrying undesirable plant seeds by the nature of their work in the wildland.

To reduce the risk of introducing the undesirable plants and infestations as part of the local area prevention program, the following procedures will be followed by vehicles entering and leaving the northern Utah:

1. Off unit engines, crew carriers, overhead vehicles, and helitack/helicopter support vehicles will, upon check-in, wash down at _____.

    a. The wash-down will concentrate on the undercarriage, with special emphasis on axles, frame, cross members, motor mounts, and on and underneath steps, running boards, and front bumper/brush guard assemblies. Vehicle cabs will be swept out with refuse disposed of in waste receptacles.

    b. During initial briefings, wash-downs will be mentioned and facilities made available for incoming crews.

2. All ancillary equipment incidental to use in fire suppression will be cleaned of weed and grass seed, stems stalks, etc., prior to release from an incident. This includes, but is not limited to, tents, tarps, helicopter support equipment, fold-a-tanks and free-standing tanks, mechanic's vehicles, and logistical support vehicles, trailers and equipment. These vehicles will be washed as in 1.a, above.

Vehicles will be cleared of wash-down procedures during checkout and crew evaluations. In the event vehicles are released from fires away from the northern Utah, the closest wash facility (government or commercial) will be utilized.

Attachment O

PREVENTION GUIDELINES FOR AQUATIC INVASIVE ORGANISMS

PREVENTING SPREAD OF AQUATIC INVASIVE ORGANISMS COMMON TO THE INTERMOUNTAIN REGION

OPERATIONAL GUIDELINES FOR *2013* FIRE ACTIVITIES

Why? Firefighter and public safety is still the first priority, but aquatic invasive plants and animals pose a risk to both the environment and to firefighting equipment (some species can clog valves and pumps if equipment is not completely drained or treated). Avoidance and sanitation can prevent the spread of these organisms and help to assure that firefighting equipment remains operational.

These guidelines were developed for USFS fire managers to help them avoid the spread of aquatic invasive species. These are the *operational* guidelines; see Technical Guidelines for more information and references.

All documents are available on the Region 4 Aquatic Invasive Species website: http://www.fs.usda.gov/detail/r4/landmanagement/resourcemanagement/?cid=fsbdev3_016101

PREVENTION
- Map the distribution of aquatic invasive organisms in watersheds where the operation will take place. An ArcMap project file and a geodatabase of species layers are available for download at: http://www.fs.usda.gov/detail/r4/landmanagement/resourcemanagement/?cid=fsbdev3_016100 . You can never be certain that invasives are NOT present, but at least you will know ahead of time where they ARE known to be present.

- Avoid drafting from waterbodies with known infestations of aquatic invasive species

- Avoid entering waterbodies or contacting mud and aquatic plants.

- Avoid transferring water between drainages or between unconnected waters within the same drainage. Do not dump water directly from one stream or lake into another.

- Avoid sucking organic and bottom material into water intakes when drafting from streams or ponds. Use screens. If pumpkins can be filled with municipal water, draft from pumpkins instead of streams or ponds.

- Avoid obtaining water from multiple sources during a single operational period unless drafting/dipping equipment is sanitized between sources (see 'Sanitizing Equipment', below).

- If contamination of gear with raw water or mud/plants is unavoidable, see 'Sanitizing Equipment', below.

SANITIZING EQUIPMENT

Any equipment that comes into contact with raw water should be sanitized, which means destroying any unwanted organisms. Sanitizing may be accomplished using several methods (see *Methods of Control Table*, Appendix 1), and may not require chemical disinfectants. Surfaces to be sanitized may include tanks, portable pumps, hoses, and helicopter buckets. Cleaning and sanitizing equipment will be necessary after use as well as before use if equipment has been obtained from a source where sanitizing history is unknown.

- Establish sanitation areas where there is no potential for runoff into waterways, storm drains, or sensitive habitats.

SANITIZING WITHOUT CHEMICAL DISINFECTANTS (specifically, quat or bleach)

Chemical disinfectants, though effective, can be hazardous to use and dispose of. Non-chemical methods are effective in most situations, and are recommended for:

- External surfaces of all equipment that comes in contact with raw water
- Aircraft
- Tanks with accessible internal surfaces and minimal baffling (such as in CL215 or 415 scooper aircraft)

- Thorough drying alone is an easy and effective sanitizing method, but required drying times vary considerably with the species (see *Methods of Control Table*, Appendix 1) and may not be practical for a quick turnaround. Drying may be doable, however, after the incident, especially in hot weather.

- Remove all visible plant parts and mud from external surfaces of gear and equipment. Power wash all accessible surfaces with clean water (ideally, hot water ≥140°F for 5 to 10 seconds). Power washing will greatly reduce the likelihood that any target aquatic invasives are present, and chemical treatment of external surfaces is not recommended.

- Alternating used (possibly contaminated) helicopter buckets with spare (clean) helicopter buckets can save time and increase efficiency.

    Internal tanks of water tenders, engines, scoopers and other aircraft, and other equipment:
- Internal tanks that are accessible (with little or no baffling) are effectively sanitized with hot (≥140°F) water from a hot washer or hotsie. Allow spray to contact surface for 5 to 10 seconds. This method is recommended for scooper aircraft (e.g., CL215, 415) tanks.

- Aircraft internal tanks that are NOT accessible (e.g. baffles) have surfaces difficult to reach with hot water. Use of corrosive chemical disintectants is not recommended in aircraft. Although rinsing equipment with clean (cool) water is not as effective as using chemical disinfectants or hot (≥140°F) water, plain water can flush unattached organisms (e.g. larvae, pathogens) from the system. Fill tanks, pumps, or hoses with clean, preferrably hot, water and flush. Tank baffles may make flushing difficult, and while rinsing with water may not eliminate all organisms, it is better than not flushing.

SANITIZING <u>WITH</u> CHEMICAL DISINFECTANTS

Chemical disinfectants are options only for ground-based internal tanks and equipment which are not possible to flush with ≥140° water.

Using chemical disinfectants is a reliable method to kill and eliminate most aquatic invasive species. Quaternary ammonium compounds, common cleaning agents used in homes and hospitals, are safe for

MOST gear and equipment when used at recommended concentrations and rinsed. Chlorine products are not emphasized for use in these guidelines because of their corrosiveness to fabrics, plastics, rubber, and metal.

Cautions for using chemicals:
- o   In 2012, quaternary ammonium compounds did not meet corrosion requirements for aluminum and should not be used in aircraft (e.g fixed-tank helicopters or air tankers). However, they are safe for ground-based tanker equipment.

- o   Disposal of large volumes of quat is problematic. See **Disposal**

To sanitize with quat disinfectant:
- Set up a portable disinfection tank (pumpkin) using a quat cleaning solution. Two brands are readily available (see below for suppliers): *Sanicare Quat128*® (identical to HDQ®) or *Green Solutions High Dilution 256®* (**which replaces the discontinued *Sparquat 256*®**). Costs and effectiveness are comparable; all are labeled for use as fungicides/virucides.

Recipes for cleaning solutions using either *Quat128*®, *Sparquat 256*®, or *Green Solutions High Dilution 256®*

Volume of tap water	Volume of Quat128® (4.6%)	Volume of Sparquat 256® (3%)	Volume of Green Solutions High Dilution256® (1.8%)
100 mL water	4.6 mL	3.0 mL	1.8 ml
1 gallon water	6.4 liquid oz	4.1 liquid oz	2.5 liquid oz
1 gallon water	12.7 tbsp	8.2 tbsp	5 tbsp
1 gallon water	0.8 cup	0.5 cup	0.3 cup
100 gallons water	5 gallons	3.2 gallons	1.9 gallons
1000 gallons water	50 gallons	32.2 gallons	19.4 gallons

- For engines and tenders, empty the tank, then circulate the cleaning solution for 10 minutes. Float portable pumps in the disinfection tank and pump cleaning solution through for 10 minutes, then rinse with water. Pump cleaning solution through hoses, then rinse with water. Discharge cleaning solution back into the disinfection tank for re-use.

- For directions for **TESTING DISINFECTANT CONCENTRATIONS, see Appendix 2**

DISPOSAL
- Used cleaning solution may be disposed over open land or on roadways where there is no potential for runoff into waterways, storm drains, or sensitive habitats. Quat chemicals are quickly bound to soil and are immobilized, but if soil with bound quat enters water, some of the quat can be released and become toxic.

- Do not dump treated water into any stream or lake, or on areas where it can migrate into any water body, storm drain, or sensitive habitat. Do not dispose of large quantities of diluted quat chemicals in municipal sewer systems without consulting the facility.

- Use caution when disposing the used cleaning solution and follow all federal, state, and local regulations.

SAFETY
- Use protective, unlined rubber gloves and splash goggles or face shield when handling the cleaning solution and take extra precautions when handling undiluted chemicals. Have eye wash and clean water available on-site to treat accidental exposure.

- Consult the product label and Material Safety Data Sheet for additional information.

STORAGE AND SHELF-LIFE

Sparquat 256®, *Green Solutions High Dilution 256®,* and *Sanicare Quat 128*® can be stored at least 2 years in unopened containers without losing their effectiveness. They should be stored in a cool, dry place, out of direct sunlight. Temperatures can range from 32 to 110 F.

Once the quat solution is made up, it can be used repeatedly for up to a week unless heavily muddied or diluted. Solutions kept in sealed containers, free of contamination by foreign materials, remain more stable and can be effectively used for longer timeframes (Ron Cook, Spartan Chemical Co., personal communication).

SUPPLY SOURCES

The recommended chemicals are available through GSA (https://www.gsaadvantage.gov) and also through local janitorial chemical suppliers.

Green Solution High Dilution 256® (**replaces *Sparquat 256*®**)
Spartan Chemical Company
GSA (NSN No. 3508-1) = $68 per case (4 gal) = $17 per gal
EPA registration #1839-169-5741. Additional info at http://www.spartanchemical.com

Sanicare Quat 128® (Buckeye)
Buckeye International Inc.
EPA registration # 47371-130-559 Additional info at http://www.buckeyeinternational.com
Bell Janitorial Supply 801-394-5559 http://www.bellclean.com = $20 per gal

HDQ® (**identical to *Sanicare Quat 128*®**)
Spartan Chemical Company
GSA (No. 101-1202) = $52 per case (4 gal) = $13 per gal
EPA registration # 10324-155-5741   Additional info at http://www.spartanchemical.com

Super HDQ® (twice as concentrated as *Sanicare Quat 128®*)
Spartan Chemical Company
GSA (No. 1204-04) = $64 per case (4 gal) = $16 per gal
EPA registration # 10324-141-5741   Additional info at http://www.spartanchemical.com

pHydrion® *Quat Test 1000 Papers (0-1000 ppm Hi-Range*)
(These papers are NOT available from GSA. GSA only has the papers for low concentrations)
- Microessential Labs (https://www.microessentiallab.com/ProductInfo/W20-QUATT-QUATCK-SRD.aspx) $47 for 10 kits. Each 'kit' provides 150 tests.

- Grainger, Inc. (http://www.grainger.com/Grainger/items/3UDF5?Pid=search) $51 for 10 kits. Each 'kit' provides 150 tests.

AQUATIC INVASIVE SPECIES OF CONCERN IN INTERMOUNTAIN REGION AND METHODS OF CONTROL

APPENDIX 1	Whirling Disease	New Zealand Mudsnails	Chytrid Fungus	Zebra/Quagga Mussels	Didymo	Eurasian Watermilfoil
Sources	C.Wilson; E. Wagner UDWR Hedrick et al. 2008 Wagner 2002	M. Vinson, USU Schisler et al. 2008 Hosea&Findlayson 2005 Richards et al 2004	K. Hatch, BYU (Johnson et al 03)	J. Herod, FWS Sprecher&Getsinger 00 Cope et al.2003 Britton&Dingman 11 Comeau et al 11 Choi et al 13	Spaulding and Elwell 2007 Kilroy et al. 2006 Matthews 2007	Smith&Barko 1990 Madsen&Smith 1997
Wash and remove organics (e.g. mud)	Yes	Yes	Yes	Yes, pressure wash flushes veligers	Yes	Yes
Temperature	90°C (195° F);10 min	46°C (120°F); 5 min -3°C (27°F); 1 hr	60°C (140°F);5 min	≥140°F water for 5 seconds	60°C (140°F); 1 min	NA
Drying	Be dry for 24 h, in sunlight best	Be dry for 48 hr, in sunlight best	Be dry for 3 hr, in sunlight best	5 days for veligers in internal tank residual water	Be dry for 48 h, in sunlight best	NA
Bleach (e.g. Clorox®) 6% sodium hypochlorite (NaClO)	For 10 min: 1% bleach solution (500 ppm NaClO) ▪Liquid oz Clorox per gallon water = 1.1 ▪Tbsp liquid Clorox per gallon water =2.2 ▪Gallons Clorox per 100 gallons water = 0.9	Not effective	For 30 sec: 20% bleach solution (>1% NaClO) ▪Liquid oz Clorox per gallon water = 22 ▪Gallons Clorox per 100 gallons water =17 OR For 10 min: 7% bleach solution (0.4% NaClO) ▪Liquid oz Clorox per gallon water = 9 ▪Gallons Clorox per 100 gallons water = 7	Gear rinsed with 0.5% bleach solution (250 ppm NaClO) ▪Liquid oz Clorox per gallon water = 0.6 ▪Tbsp liquid Clorox per gallon water =1.1 ▪Gallons Clorox per 100 gallons water =0.5	For 1 min: 2% bleach solution (800 ppm NaClO) ▪Liquid oz Clorox per gallon water =1.8 ▪Tbsp liquid Clorox per gallon water =3.6 ▪Gallons Clorox per 100 gallons water = 1.4	NA

AQUATIC INVASIVE SPECIES OF CONCERN IN INTERMOUNTAIN REGION AND METHODS OF CONTROL

	Whirling Disease	New Zealand Mudsnails	Chytrid Fungus	Zebra/Quagga Mussels	Didymo	Eurasian Water milfoil
Quaternary ammonium compounds (e.g. alkyl dimethyl benzylammonium chloride [ADBAC]; diecyl dimethyl ammonium chloride [DDAC])	For 10-15 minutes: (1500ppm quat compounds) 4.4% *Sanicare Quat128*® solution ▪Liquid oz Quat128 per gallon water = 6.1 ▪Gallons Quat 128 per 100 gallons water = 4.8 OR *3 % Sparquat 256*® solution (12.5% quat compounds) ▪Liquid oz Sparquat256 per gallon water =4.1oz/gal ▪Gallons Sparquat per 100 gallons water = 3.2 OR *1.7% Green Solutions High Dilution 256*® solution ▪Liquid oz *Green Solutions256* per gallon water =2.4oz/gal ▪Gallons *GreenSolutions* per 100 gallons water = 1.9	For 10 min: 4.6% *Sanicare Quat128*® solution ▪Liquid oz Quat128 per gallon water = 6.4 ▪Gallons Quat 128 per 100 gallons water = 5 OR *3.1 % Sparquat256*® solution ▪Liquid oz Sparquat256 per gallon water = 4.3 ▪Gallons Sparquat256 per 100 gallons water = 3.4 OR *1.8% Green Solutions High Dilution 256*® solution ▪Liquid oz *Green Solutions* per gallon water =2.5oz/gal ▪Gallons *GreenSolutions* per 100 gallons water = 1.9	For 30 sec: .015% *Sanicare Quat128*® solution ▪Liquid oz Quat128 per gallon water =0.02 ▪ml Quat128 per gallon water= 0.6 ▪tsp Quat128 per gallon water= 1/8 OR .04% *Sparquat256*® ▪Liquid oz *Sparquat256* per gallon water =0.06 ▪ml *Sparquat256* per gallon water =1.8 ▪tsp *Sparquat256* per gallon water= 0.36 OR *0.01% Green Solutions High Dilution 256*® solution ▪Liquid oz *GreenSolutions* per gallon water =0.03 ▪ml G*reenSolutions* per gallon water =1.0 ▪tsp G*reenSolutions* per gallon water= 0.2	For 10 min: *3 % Sparquat 256*® solution (12.5% quat compounds) ▪Liquid oz *Sparquat256* per gallon water =4.1oz/gal ▪Gallons Sparquat per 100 gallons water = 3.2 OR *1.7% Green Solutions High Dilution 256*® solution ▪Liquid oz *Green Solutions256* per gallon water =2.4oz/gal ▪Gallons *GreenSolutions* per 100 gallons water = 1.9	For 1 min: 2% *Sanicare Quat128*® solution ▪Liquid oz *Quat128* per gallon water= 2.4 ▪Gallons Quat 128 per 100 gallons water = 1.9 OR 1.2% *Sparquat256* solution ▪Liquid oz *Sparquat256* per gallon water =1.7oz/gal ▪Gallons *Sparquat256* per 100 gallons water = 1.3 OR *0.7% Green Solutions High Dilution 256*® solution ▪Liquid oz G*reenSolutions* per gallon water =1.0 ▪ml G*reenSolutions* per gallon water =29 ▪tsp G*reenSolutions* per gallon water= 6	NA

RECOMMENDATIONS

Whirling disease	NZ Mudsnails	Chytrid Fungus	Zebra/Quagga Mussels	Didymo	Eurasian Watermilfoil
The principle vector for spread of whirling disease is contaminated fish parts and not typically through fire activities. Avoiding and removal of organics (the spores reside in mud), power washing, and flushing will greatly reduce or eliminate spores on external gear surfaces. However, wet internal tanks and hoses can be decontaminated with a quaternary ammonium compound, such as *Green Solutions256*. While 2.4 oz per gal is required for whirling disease, a negligibly higher concentration (2.5oz/gal) would also knock out NZ mudsnails and quagga mussel larvae.	NZ mudsnails are resistant to treatment, and may insert themselves in small crevices and resist flushing. However, unless vehicles are driving through streams, or buckets scrape bottom sediments, they are unlikely to get snails on external surfaces. Avoiding organics, power washing, flushing, and drying gear in the sun for 48 hours (if possible) will reduce risk. Wet internal tanks and hoses can be decontaminated with a quaternary ammonium compound, such as *Green Solutions256* at a concentration of 2.5oz/gal. This concentration will also kill whirling disease spores, chytrid fungus, and quagga mussel larvae.	Avoiding organics, power washing, flushing, and letting equipment dry in the sun for 3 hours (if possible) will reduce risk of transfer on external surfaces. However, wet internal tanks and hoses can be decontaminated with a quaternary ammonium compound, such as *Green Solutions256*. While only 1/5 tsp per gal is required for chytrid, a higher concentration (2.5oz/gal) would also knock out whirling disease, quagga mussel larvae, and /or NZ mudsnails.	Fire activities are unlikely to come into contact with adult mussels. However, it is possible that water used for activities or surfaces of gear may be contaminated with the microscopic larvae, which can survive in residual water inside tanks for 5 days. Pressure washing and strong flushing of tanks and hoses should be sufficient to injure and remove these organisms. Wet internal tanks and hoses, if originating from an unknown location and inaccessible to hot water, can be decontaminated with 3% Sparquat or 0.01% *Green Solutions* solutions to eliminate larvae.	Didymo is a native diatom that erupts into high densities in special habitats, such as tailwaters below dams. Avoiding contaminated water sources and organics, power washing, and flushing would likely reduce risk of transfer on fire equipment to acceptable levels. For waders, routine protocols for chytrid or whirling disease may apply for this species. Though little research is available for effectiveness of quat compounds, it is probable that the concentrations provided for *Quat128, Sparquat, and Green Solutions256* will work. See Matthews 2007 for supportive documentation.	Watermilfoil propagates from broken stems. Avoiding organics, power washing, and flushing to ensure the removal of all plant parts will prevent transport on external and internal gear.

55

Appendix 2   TESTING DISINFECTANT CONCENTRATIONS

When a large volume of quat solution (as in a pumpkin) has been used repeatedly and possibly diluted with excess water or mud, the solution can lose its effectiveness.

To determine if the solution is at the correct strength, use "Quat Chek 1000" Test Papers, which function like Litmus paper (see below for suppliers). The cleaning solution needs to be diluted before it can be tested with these papers. To do this:

> **For *Sanicare Quat 128*®, *Sparquat 256*®, or *Green Solutions High Dilution 256®*:**
> - Add **¼** cup (2 oz) of the quat solution to a gallon of water. Mix. Test the diluted solution with "Quat Chek 1000" Test Paper. Match up the color of the paper with the ppm's on the color chart. For optimal disinfection, the diluted *Sparquat 256*® or *Green Solutions High Dilution 256®* solution should have a concentration of between **400 and 600 ppm**; the diluted *Sanicare Quat 128*® solution should have a concentration between **600 ppm and 800 ppm.**

Attachment P

RESOURCE ORDERS

Attach ROSS printout or Resource Order copies here

Attachment Q

INCIDENT MANAGEMENT TEAM EVALUATION

Incident Management Team Performance Evaluation			
Team IC		**Incident Type**	
Incident Name		**Incident Number**	
Assignment Dates		**Total Acres**	
Host Agency		**Evaluation Date**	
Administrative Unit		**Sub-Unit**	

At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1 - 5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.

Complete the follow evaluation narratives and rating for each question
0 - did not achieve expectations,   3 - met expectations,   5 - excelled

1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?

Circle one	0	1	2	3	4	5

(Explain)

2. How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?

Circle one	0	1	2	3	4	5

(Explain)

3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?

Circle one	0	1	2	3	4	5

(Explain)

4. How well did the Team deal with sensitive political and social concerns?						
Circle one	0	1	2	3	4	5

(Explain)

5. Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?						
Circle one	0	1	2	3	4	5

(Explain)

6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?						
Circle one	0	1	2	3	4	5

(Explain)

7. How well did the Team place the proper emphasis on safety?						
Circle one	0	1	2	3	4	5

(Explain)

8. Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?						
Circle one	0	1	2	3	4	5

(Explain)

9. How well did the Team use local resources, trainees, and closest available forces?						
Circle one	0	1	2	3	4	5

(Explain)

10. How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?

Circle one	0	1	2	3	4	5

(Explain)

11. Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?

Circle one	0	1	2	3	4	5

(Explain)

12. How timely was the IC in assuming responsibility for the incident and initiating action?

Circle one	0	1	2	3	4	5

(Explain)

13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?

Circle one	0	1	2	3	4	5

(Explain)

14. Did the Incident Management Team provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization?

Circle one	0	1	2	3	4	5

(Explain)

15. Other comments:

Agency Administrator or Representative:		**Date:**	
Incident Commander:		**Date:**	